**Application for Ethics Approval for Research Involving Humans: Instructor-Designed Course-Based Projects**

*Be sure to answer all questions (enter “n/a” where not applicable — do not leave a blank).*

*Completed form and appendices to be sent by email to the Chair, Research Ethics Board* (REB@nic.bc.ca).

**Note:** This application is only for instructor-designed course-based projects at North Island College that are minimal risk and designed primarily for pedagogical purposes. Any course-based project must use the full REB application and is approved individually if any of the following apply:

* the project is above minimal risk,
* the project is part of the instructor’s own research project,
* the project’s findings will or may be shared beyond the course (e.g., included in a publication, posted to a website, or presented to individuals or groups outside the course),
* the project employs deception,
* the project involves Indigenous communities,
* the project focuses on Indigenous issues,
* the project focuses on vulnerable populations.

If you have any questions or are unsure of which application to complete, please contact the REB Chair prior to starting this ethics application.

# 1. Principal Investigator & Study Team

### 1.1 Supervisor / Instructor:

Name: Click or tap here to enter text.

Department: Click or tap here to enter text.

Email: Click or tap here to enter text.

Course: Click or tap here to enter text.

Campus / Campuses: Click or tap here to enter text.

Enrolment: Click or tap here to enter text.

### Other NIC Instructors and/or Staff Involved in Course Research Projects: Click or tap here to enter text.

Department: Click or tap here to enter text.

Institution/Organization: Click or tap here to enter text.

Email: Click or tap here to enter text.

### Additional Study Team Members *– attach appendix and include all information as required above*

**1.5** **Tri Council Policy Statement (TCPS2) Tutorial**

Have all individuals involved in designing and coordinating the students’ course-based research completed the required [TCPS2 tutorial](http://tcps2core.ca/welcome)?

 [ ]  Yes [ ]  No

### If “No”, will those involved in designing and coordinating the research complete the TCPS2 tutorial before research begins?

 [ ]  Yes [ ]  No

### If not all will complete the TCPS2 tutorial before research begins, explain why.

###  Click or tap here to enter text.

# 2. Study Dates & Funding Information

**2.1 Project Period**

Course start date: Click or tap to enter a date.

Course end date: Click or tap to enter a date.

Proposed start date for data collection: Click or tap to enter a date.

Proposed end date for data collection: Click or tap to enter a date.

**2.2 Source of Funds**

**2.2.1 Types of Funds**

Please select the applicable box(es) below to indicate the type(s) of funding you are receiving to conduct this research.

[ ]  Grant-in-aid

[ ]  Grant

[ ]  For-Profit Sponsor (Industry or Pharmaceutical)

[ ]  Internal Funds (e.g., professional development allocation)

[ ]  No Funding

[ ]  Other (enter details below)

Please provide additional details on your funding source(s).

 Click or tap here to enter text.

**2.2.2** For industry-sponsored studies, provide organization name(s) and sponsor contact(s):

 Click or tap here to enter text.

# 3. Summary of Study and Recruitment

### 3.1 Purpose of Research

Please provide a clear statement on the purpose and objectives of the course assignment.

 Click or tap here to enter text.

### 3.2 Project Summary

Provide a brief statement about the project(s), examples of the research question(s), study population, study location, and research method(s). Do not exceed 300 words.

 Click or tap here to enter text.

### 3.3 Student Activity

### Please describe briefly what parts of the research design and data collection in which students will participate.

###  Click or tap here to enter text.

### 3.9 Recruitment

**3.9.2** Describe the recruitment process (e.g., public posting, verbal invitation as part of an informal conversation or culturally specific event, third party recruitment, email, student/staff institutional homepage, etc.)?

 Click or tap here to enter text.

Attach all recruitment materials (e.g., letters of initial contact, posters, scripts, advertisements, etc.) as appendices. If recruitment will be conducted verbally (e.g., a verbal invitation as part of an informal conversation or culturally specific event), please describe above and, if necessary, explain more thoroughly in an appendix.

**3.9.3** How will prospective participants identify themselves to researchers OR be identified by researchers?

 Click or tap here to enter text.

**3.10 Reimbursement and Incentives**

Are there any expressions of gratitude or inducement for participating in the research? (E.g. gifts, money, social advantage, bonus points, etc.)

 [ ]  Yes [ ]  No

If “Yes”, please describe and explain why you consider it necessary.

 Click or tap here to enter text.

### 3.11 Use of Existing Records

If existing records (e.g., health records, course grade sheets or other records/databases) will be used to access information about potential participants, please describe how institutional and/or individual permission will be obtained to access this information, and to collect and use this information. Note that individual consent to participate is dealt with below in the section on consent.

 Click or tap here to enter text.

**3.12 Permission for Study**

Are there any organizations, groups, and/or other entity who may expect to provide permission before you undertake your study?

 [ ]  Yes [ ]  No

If “Yes”, please list the organization(s), group(s), and/or other entity or entities.

 Click or tap here to enter text.

If “Yes”, attach as an appendix a formal letter of permission for the study. If there are multiple responsible parties, attach letters as separate appendices. If a formal letter is not available or appropriate, explain how support has been or will be sought OR why you will not be seeking permission.

 Click or tap here to enter text.

# 4. Conflict of Interest

In the context of this application, conflict of interest (COI) does not generally include membership in and/or political or cultural alignment with individuals or groups that are part of one’s study. Conflicts of interest (COIs) in research are situations where someone’s personal interests (typically financial, academic work, and/or career related) could compromise or could be perceived to compromise the collection and/or integrity of the data.

**4.1** Are the researcher(s) and/or their partners or immediate family members in a situation in which they have or could be perceived to have a personal interest in connection with this study that conflicts with or could conflict with their obligations to the participants, their institution or, where applicable, to the sponsor? Or do the researcher(s)/team members/family members have any personal interest(s) that could compromise or reasonably be perceived to compromise the conduct of the research or the integrity of the data generated by the study?

☐ Yes ☐ No

If “Yes”, please provide details.

 Click or tap here to enter text.

**4.3** Please advise how you propose to manage any actual, perceived, or potential COI outlined above in 4.1 or 4.2.

 Click or tap here to enter text.

# 5. Research Involving Indigenous Issues, Individuals, and/or Communities

All research at NIC that involves Indigenous communities and/or focuses on Indigenous issues must undergo a full REB review using the PPM 1-12 C application.

# 6. Risk & Vulnerability

**6.1** Does the study involve any of the following risks?

**6.1.1** A participant may feel demeaned or embarrassed during their participation in the research.

 [ ]  Very Unlikely [ ]  Possibly [ ]  Likely

**6.1.2** A participant may experience fatigue or stress due to the research.

 [ ]  Very Unlikely [ ]  Possibly [ ]  Likely

**6.1.3** A participant may experience other emotional or psychological discomfort as a consequence of participation.

 [ ]  Very Unlikely [ ]  Possibly [ ]  Likely

**6.1.4** A participant may experience social risk, possible stigmatization, loss of status, privacy, membership, or reputation.

 [ ]  Very Unlikely [ ]  Possibly [ ]  Likely

**6.1.5** A participant may experience physical risk?

 [ ]  Very Unlikely [ ]  Possibly [ ]  Likely

**6.1.6** A participant may experience a legal or economic risk (e.g. job security, job loss)?

 [ ]  Very Unlikely [ ]  Possibly [ ]  Likely

**6.1.7** Will some of the participants lack knowledge about the research methods used in the study (e.g., not understand what is being asked of them, not understand their rights as participants)?

 [ ]  Very Unlikely [ ]  Possibly [ ]  Likely

If you indicated in any of 1 - 7 above that risks are possible or likely, you must complete the full NIC REB application.

**6.1.9** Describe what steps will be taken to minimize risks (e.g., participants can opt out of answering questions, support services will be distributed to participants).

 Click or tap here to enter text.

**6.1.10** Describe how you will respond if a harm related to these risks occurs.

 Click or tap here to enter text.

**6.2** Vulnerability is frequently linked with limited capacity for decision-making; vulnerability can also emerge when an individual or group has been or is marginalized in the context of rights and opportunities.

 **6.2.1** Is the group or are any of the individuals in your study vulnerable or potentially vulnerable within the context of your research?

 [ ]  Yes [ ]  No

If “No”, skip to 6.3.

If “Yes”, you must complete the full NIC REB application. If continuing with this application, please provide details of the vulnerability or vulnerabilities.

How will you address the vulnerability or vulnerabilities?

 Click or tap here to enter text.

**6.4** Minimal risk research is defined as research “in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research” ([TCPS2 2022, p.25](https://ethics.gc.ca/eng/documents/tcps2-2022-en.pdf%22%20%5Cl%20%22page%3D33)).

Using the TCPS definition of “minimal risk” cited above, do you believe your research qualifies as “minimal risk” research?

 ☐ Yes ☐ No

If “No”, you likely need to complete the full NIC REB application and should contact the Chair of the REB before continuing.

If yes, explain your answer by referring to the level of risk stated in the TCPS definition:

 Click or tap here to enter text.

# 7. Consent Process

**7.1 Obtaining Consent**

**7.1.1** Describe the steps or procedures to be followed for obtaining the informed consent of the participants for each distinct component of your study (e.g., for interviews, questionnaires, focus groups, participant observation, etc.).

 Click or tap here to enter text.

**7.1.2** Describe what will be told to participants about their right to withdraw at any time?

 Click or tap here to enter text.

**7.1.3** If compensation or other inducements are involved, explain what participants will be told about compensation, including what compensation they will or won’t receive if they withdraw.

 Click or tap here to enter text.

# 8. Security of Data and Confidentiality of Personal Information

### 8.1 Security of Data Storage during the Course of the Study

### Provide details on how and where data in various formats will be stored. In general, the REB is looking for hardcopies to be stored in locked filing cabinets in locked offices and digital files to be password-protected and/or encrypted on password-protected computers. Include whether or not your employer or others at your organization have access to the data and, if so, what you will do to mitigate this situation (e.g., aliases for students and participants).

 Click or tap here to enter text.

**8.2 Access to Data**

Provide details on who will have access to the data.

 Click or tap here to enter text.

**8.3 Protection of Personal Information**

Will any identifying information be collected?

 [ ]  Yes [ ]  No

If “Yes”, will identifying information be used by students in completing their assignments?

 Click or tap here to enter text.

**8.4 Electronic Transfer of Data or Other Information**

Will any data or other information that identifies a participant be transferred electronically via the Internet (including email) during or after the study?

 [ ]  Yes [ ]  No

If “Yes”, describe in detail what information will be transferred over the Internet, to whom, and how the data will be transferred and what safeguards will be used to protect the identity of participants and the privacy of their data. Attach the data transfer agreement (if applicable) as an appendix.

If you or your students need to share digital data or files over the Internet, please contact the REB to discuss secure, NIC-supported file-transferring services.

### 8.5 Retention and Destruction of Data

### Describe your plans for destroying data after the research is completed.

 Click or tap here to enter text.

**8.6 Future Use of Data**

Will the research data be analyzed, now or in the future, by yourself or future students for purposes other than the course-based research project(s) associated with this application? If “Yes”, you must complete the full NIC REB application.

 Click or tap here to enter text.

# 9. Results of the Study

**9.1 Research Results**

Please describe, if any, existing or potential plans for disseminating results of the research within the course (e.g., student presentations, essays or reports that will be shared by the student(s) with other students). As noted at the beginning of this application, you must use the full REB application if findings will or may be shared beyond the course (e.g., included in a publication, posted to a website, and/or presented to individuals or groups outside the course).

 Click or tap here to enter text.

**9.2 Feedback to Participants**

Is there a plan for you and/or students in the course to contact participants to provide information on study outcomes? If not, please explain. If you will, describe how and when you will contact participants and what information you and/or students plan to share.

 Click or tap here to enter text.

# 10. Documentation

**10.1** Please attach all supporting documents required for conducting the study. The Research Ethics Board cannot change document names or dates. Use clear file names that distinguish appendices from one another and use running headers or similar to clearly label the document itself.

### INSTRUCTIONS

Submit final versions only.

Typical appendices:

* Evidence of instructor’s completion of the TCPS2 course
* Advertisement to recruit participants
* Script for recruiter(s)
* Informed consent form(s)
* Instrument(s) (survey, interview questions, etc.)
* Agreement(s) with a community or communities, funding organization(s), government(s), and/or educational institution(s)

### 10.2 Submitting revised documents

If you are asked to revise and resubmit a document, please keep track of your changes and include in your response to the REB.

You must indicate if you have added a new document as an appendix and explain its purpose.

# 11. Clarifications and Support

For clarification on minimal risk or other elements of this application, or for support with the application process, please contact the Research Ethics Board.