



## **Kwantlen Polytechnic University RESEARCH ETHICS BOARD**

### **Research Ethics Board Requirements for Instructors Conducting Course Based Research**

The Kwantlen Polytechnic University Research Ethics Board (REB) has specific requirements for the ethical review of course based research. Instructors have an essential role in ensuring that research conducted by students at Kwantlen Polytechnic University adheres to these requirements. These requirements are based on the Tri Council Policy Statement (TCPS) governing research in Canada that involves human participants, and extend from Kwantlen's Policy G-27 (Research Involving Human Participation) and B-18 (Integrity in Research and Scholarship).

Course based research is defined as research that occurs within the context of a specific course offering and that involves an assigned research activity, the key objective of which is to allow students to learn about the research process. This includes class projects for research methods courses as well as projects for any course that requires students to undertake research that involves human subjects and protocols such as interviews, testing, observations, video, or audiotape. When course based research involves human participants, the faculty teaching these courses must adhere to the procedures in Sections 1 and 2 below. **Note**, the procedures outlined differ for research projects not exceeding minimal risk (Section 1) and those beyond minimal risk (Section 2). (See Appendix 1).

For all course based research, the REB requires that instructors be familiar with the TCPS and provide evidence of completing the TCPS online tutorial. This tutorial is free and a certificate of completion can be printed from the TCPS website. This certificate must be submitted to the REB where it will be kept on file. The tutorial can be found at <http://www.pre.ethics.gc.ca/english/tutorial/> and requires approximately two hours to complete (it need not be completed in a single session).

Additionally, all students who will have contact with research subjects as part of course based research must also complete the TCPS online tutorial before starting their project. Proof of completion can be printed from the tutorial website and a copy should be retained by both the instructor and the original by the student.

**External approvals:** In the case of course based research projects carried out at other institutions or agencies, written evidence of agency approval granting permission to carry out individual studies (e.g. school boards, hospitals) must be provided to the REB in conjunction with a request for full or expedited review.

**Data Storage:** Instructor must retain all course based research data and forms related to ethical acceptability and approval of all course based research for a period of two years.

## **Section 1: For course based research that does not exceed minimal risk:**

**See Appendix I for minimal risk criteria.**

**Part a:** Faculty must submit to the REB for approval:

- the official course outline
- a list of the types of student research that will be taking place
- a description of the methods by which ethical standards in research are taught to students
- templates on which students propose their research, including the informed consent document
- a description of the methods by which research proposals and informed consent protocols are assessed by faculty
- evidence that the instructor has completed the on- line Tri-Council tutorial accessed at <http://www.pre.ethics.gc.ca/english/tutorial>
- A statement signed by the instructor confirming that all approved student research will be minimal risk, and will conform to the TCPS ethical principles and the principles incorporated in this policy.

**Note:** The REB recommends that faculty have each student complete an REB application for full ethical review as part of the instructor's mechanism for evaluating the ethical acceptability of student projects. These applications should not be submitted to the REB. The full ethical review application can be found at [http://www.kwantlen.ca/research/ethics\\_board.html](http://www.kwantlen.ca/research/ethics_board.html)

Approval of this package of materials by the REB will constitute a blanket delegation of ethical approval for student research within this course to the faculty member teaching the course, as long as the research is conducted according to the terms outlined in the submission. Where more than one faculty member (regular and/or non-regular) teaches the course, it is sufficient that additional faculty submit only their TCPS tutorial certificate, and a statement that all student research will be minimal risk, and will conform to TCPS ethical principles and the principles incorporated in Policy G. 27, provided each faculty member agrees to the terms outlined in the submission.

**Part b:** Faculty must re-submit all information in Part a whenever there are changes to the types of research undertaken, the methods by which ethical standards are taught, any templates, including informed consent, or the method of ethical assessment. In addition, when the official course outline is revised, a new package must be submitted to the REB.

**Part c:** The process described in Part a above does not apply to thesis project courses where the research is the key evaluative component within the course or when the research forms a component of a faculty member's scholarly work. For student theses, project courses and faculty research, the faculty member responsible must submit a separate application for ethical review to the REB and must serve as the principal investigator (PI) for the purposes of obtaining ethical approval and complying with REB requirements.

**Part d:** For any course-based research which is above minimal risk the faculty member must submit an application for full REB review and must serve as the PI for the purposes of obtaining ethical approval and complying with REB requirements.

## **Section 2: For projects that exceed minimal risk and, therefore, require full REB review:**

**Part a:** The instructor must assume the role of the PI, with the student as co-investigator, and must submit a separate application for full ethical review, including relevant attachments (poster, consent forms, interviews and questionnaires) for each student project. The full ethical review application can be found at [http://www.kwantlen.ca/research/ethics\\_board.html](http://www.kwantlen.ca/research/ethics_board.html)

**Part b:** The REB meets approximately every three weeks. The deadline for submitting an application for REB approval is one week prior to each meeting. For specific meeting and deadline dates please consult the REB web site at [http://www.kwantlen.ca/research/ethics\\_board.html](http://www.kwantlen.ca/research/ethics_board.html) or call the Office of Research and Scholarship (ORS) at 604-599-2373. The turnaround time for REB approval varies during the year and it is advisable to submit applications for ethical review as far in advance as possible.

**Note:** It is possible that within one class some of the student projects may meet the minimal risk criteria and some may not. While minimal risk projects may be granted approval under the conditions of Section 1 above, separate applications for those projects exceeding minimal risk will need to be submitted for full ethical review, as indicated in Section 2a, above.

If you require further assistance, please contact the **ORS at 604-599-2373.**

## Appendix I:

Minimal Risk is defined in the TCPS as follows: “if potential subjects can reasonably be expected to regard the probability and magnitude of possible harms implied by participation in the research to be no greater than those encountered by the subject in those aspects of his or her everyday life that relate to the research then the research can be regarded as within the range of minimal risk.”

### Item 1-1 Submission Criteria for Delegated Review and Minimal Risk Applications

The REB retains the right to put any application submitted for minimal risk review forward for full board review. The applicant will be notified of this change.

**Delegated review** will be permitted for certain circumstances that may include:

- a) Interviews of, or completion of, questionnaires by fully competent adult subjects/participants or,
- b) Use of previously collected research data in existing databases on anonymous individuals

Note: Research projects that are limited to the use of non-anonymous, but publicly available (print, film, video, internet, etc.) materials do not require ethical review. For more information, please read Article 1.1 of the TCPS.

**Exceptions:** Applications WILL NOT be given delegated review as minimal risk for circumstances including, but not necessarily limited to:

- a) Research on sensitive topics that could cause distress to research subjects/participants
- b) Action research
- c) Deception (e.g. research in which some aspect of the procedure is deliberately misrepresented or withheld from the subject for experimental purposes)
- d) Recruitment via telephone, except by random digit dialing
- e) Database linkage where personal identifiers are being used to probabilistically link one or more existing databases with new databases or surveys
- f) Use of oral consent or passive consent
- g) Inclusion of research subjects/participants who are less than 19 years of age (unless these are confirmed Kwantlen students)
- h) Inclusion of research subjects/participants who are unable to be fully informed, such as those with mental disabilities or dementia
- i) Access to medical records
- j) Recruitment of patients by physicians or medical staff
- k) Surveys using online survey companies (e.g. Survey Monkey or Zoomerang) that analyze, store or process the data outside of Canada
- l) Any videotaping, photographing, or digital image recording, unless the images show no identifiable people or places

m) Focus Groups in which personal, sensitive, or controversial issues are discussed

### **Course Based Research Application / Checklist:**

On your application be sure to indicate each of the following:

- Principal Investigator (Course Director):
- Instructions given to class (Summarize):
- The official institutional course outline
- A list of the types of student research that will be taking place
- A description of the methods by which ethical standards in research are taught to students
- Templates on which students propose their research, including the informed consent document
- Signed statement confirming that all approved student research will be minimal risk and will conform to the TCPS principles and the principles incorporated in this policy
- A description of the methods by which research proposals and informed consent protocols are assessed by faculty
- Evidence that the instructor has completed the on-line Tri-Council tutorial accessed at <http://www.pre.ethics.gc.ca/english/tutorial/>

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