** Research Ethics Board**

**GUIDELINES AND APPLICATION FORM FOR**

**COURSE-BASED RESEARCH ETHICS CERTIFICATION**

**FR-REB-004**

University College of the North (UCN) professors and instructors, as part of course instruction, engage students to conduct minimal risk research projects involving human participants, for the purposes of developing research skills of students. These course-based research projects may be carried out by individual students, small groups, or as a single class project. The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2) and UCN require that ethics application is completed for projects involving human participants, including course-based projects. The UCN Research Ethics Board (REB) reviews and approves the application before the project can be undertaken. This course-based application form should be used by professors and instructors in courses that:

* Require students to conduct research to gain experience in writing, analyzing, and presenting research results.
* Center on a particular type of method/theory, where students are given practical experiences applying the methods or theory in research.
* Offer fieldwork assignments/exercises.

This course-based application form should not be used if the proposed research project:

* Is “research” per the definition by the TCPS 2. The TCPS 2 defines research as: “… an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation. The term 'disciplined inquiry' refers to an inquiry that is conducted with the expectation that the method, results, and conclusions will be able to withstand the scrutiny of the relevant research community.” (see more here: <https://ethics.gc.ca/eng/policy-politique_interpretations_scope-portee.html>).
* Is part of the instructor’s program of research (funded or unfunded).
* Exceeds minimal risk (e.g., involves physically or psychologically invasive procedures), involves more than mild deception, or addresses sensitive topics with a vulnerable population.

**Research project(s) that meet any one of the aforementioned criteria must use the FR-REB-001 Requests for Research Ethics – New Application Form, which is available at the UCN Research website (**[**https://www.ucn.ca/research/**](https://www.ucn.ca/research/)**). Please contact Dr. Guru Chinnasamy at** **gchinnasamy@ucn.ca** **for information on how to submit this application.**

**A. SUBMISSION INFORMATION**

[ ] New Submission

[ ] Change or Amendment to An Existing Course-based Protocol: **Approved protocols will be valid for a period of 1 year and may be renewed (if no changes required in the protocol design or if amendment is required in a previously-approved ethics protocol) in years 2 and 3 with new application in year 4. For renewals and amendments, use FR-REB-003 Requests for Research Ethics – Renewal/Amendment Form.**

**B. TITLE OF COURSE-BASED RESEARCH PROJECT(S):**

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**C. COURSE INFORMATION:**

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| Name of Course Instructor and Faculty: |  |
| Primary Phone Number: |  |
| UCN Email Address: |  |
| Course Code and Name: |  |
| Course Start and End Dates: |  |
| Number of Enrolled Students: |  |
| Name of All Students Involved in Research Project(s) and their Email Addresses:  |  |

**D. NATURE OF COURSE-BASED RESEARCH DESCRIPTION**

1. Explain the purpose of the research project(s):

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2. Provide a description of the research methods that students will explore in their project(s) (e.g., interviews, storytelling, questionnaires, sharing circles, observational research, experiment tasks, etc.):

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3. Describe the recruitment, consent, and withdrawal procedures that will be applied to human participants involved in the research:

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4. Describe the data security procedures (e.g., data collection, storage, and dissemination plans):

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5. Outline the procedures for approval of student research proposal(s) before students can proceed with the research:

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6. Describe the human participants that will participate in this research

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7. Does the research project involve persons from vulnerable populations (e.g., Indigenous peoples, older adult, youth)?

[ ] Yes [ ] No [ ] N/A If yes, justify why the project(s) still falls within the parameters of minimal risk.

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**E. ETHICAL COMPLIANCE ASSURANCES**

1. Have students enrolled in the course earned the TCPS 2: CORE-2022 certification? [ ] Yes [ ] No [ ] N/A

 If no, describe how students will learn about conducting ethical research

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2. Describe your relevant experience, expertise, and/or training in reviewing the ethical acceptability of student research projects (e.g., TCPS 2 CORE Certified, previous research experience, etc.).

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3. Describe how you will address any ethical concerns raised by human participants in the research project(s)?

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**F. CHECKLIST OF ATTACHMENTS**

[ ] Handouts and instructions pertaining to the assignment

[ ] Letters of informed consent

[ ] Sample of data collection instruments (survey questionnaires, interview/focus group guides, test instruments etc.)

[ ] Instructor’s and students copies of TCPS 2 CORE-2022 Certificate of Completion

[ ] Permission letters / Research Contracts / Data Sharing Agreements (if applicable)

Provide a brief explanation if an attachment(s) is not available at the time of submission.

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**G. DECLARATION**

**Principles of OCAP®**

The First Nations Information Governance Centre (FNIGC) is home to the [First Nations Principles of OCAP®](https://fnigc.ca/ocap-training/take-the-course/), a set of principles that guide how research with First Nations people should be conducted and how that information should be stored. OCAP® stands for *ownership, control, access, and possession*. It means that First Nations control data collection processes in their communities and that First Nations own, protect and control how their information is used. Access to First Nations data is important, and under OCAP® First Nations determine how and when external researchers are allowed to access and use their information. OCAP® is an important expression of First Nations jurisdiction over its information. More information is found on OCAP® website at <https://fnigc.ca/>. UCN respects, acknowledges and adheres to the Principles of OCAP® in its research projects.

(a) Is your research project conducted with First Nations people or use First Nations Data?

[ ] Yes [ ] No [ ] N/A

(b) Have you reviewed and familiarized with information in the OCAP® website?

[ ] Yes [ ] No [ ] N/A

(c) Are you going to follow OCAP® Principles in your research projects?

[ ] Yes [ ] No [ ] N/A

**TCPS 2: CORE Certification**

All UCN researchers (faculty, instructors, staff and students) are required to read the *Tri-Council Policy Statement (TCPS): Ethical Conduct for Research Involving Humans – TCPS2 (2022)* (<https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html>), and have completed the TCPS 2: Course on Research Ethics (CORE) - 2022 online tutorial and certification (<https://tcps2core.ca/welcome>). The tutorial will help researchers familiarize themselves with the TCPS 2 and consider their research in this light. Researchers are required to attach their TCPS 2: CORE-2022 certificates with this ethics application form.

(a) Have you read all sections of *Tri-Council Policy Statement (TCPS): Ethical Conduct for Research Involving Humans – TCPS2 (2022)*? [ ] Yes [ ] No

(b) Have you completed the TCPS 2: CORE-2022 online tutorial and provided the copy of your TCPS 2: CORE-2022 certificate with this ethics application form?

 [ ] Yes [ ] No

By presenting this application for approval, I acknowledge that:

[ ] All of the projects undertaken by students will involve no more than minimal risk, as defined by TCPS 2, and will not exceed any limitations described in the application form.

 [ ] The information provided in this application is complete and accurate. I am aware of my responsibilities to supervise students conducting this research, which involves human participants.

[ ] I will ensure that the course project(s) will be conducted in accordance with the TCPS 2 and UCN’s Policies and Procedures for the ethical conduct of research, and the conditions of ethics protocol provided by UCN’s Research Ethics Board.

**H. SIGNATURE OF INSTRUCTOR AND STUDENTS**

**Full Name of Instructor Signature of Instructor Date**

**Full Name of Student Signature of Student Date**

**Full Name of Student Signature of Student Date**

**Full Name of Student Signature of Student Date**

**Full Name of Student Signature of Student Date**

Form updated on October 17, 2023.