**Course-Based Research Application and Information for Instructors**



**Purpose**

This form is intended for use by instructors who wish to create assignments that may involve students developing surveys/interview questions to distribute to an identified population/sample of participants. Not all interviews or surveys are necessarily considered research (for example, interviews that are part of the normal practices activities of a program such as patient assessments), so if you have questions about if your student activities are considered research activities, please review the definition of research that can be found in the [Responsible and Ethical Conduct of College Research](https://eduq.info/xmlui/bitstream/handle/11515/38011/Responsible-Ethical-Conduct-College-Research-guide-2021.pdf?sequence=2) guide (p. 2). If you are still in doubt if your assignment should be classified as research, please email reb@rrc.ca

Typically, the following teaching and learning activities would need to be submitted under this form:

* Assignments that will be completed by all students in a class or practicum and the students will be asked to collect information from or about multiple human participants or respondents in aid of understanding a research question.
* The purpose of the assignment is to teach students how to use research methods, collect and analyze data, compare research methods through gathering multiple forms of data from human participants, or use the data they gather for further decision-making or problem solving.
* The research is considered “minimal risk” – the anticipated risk to the participants if they choose to be involved in the research are no greater than those that might be experienced in their daily life. e.g.,
	+ surveys and interviews do not ask about potentially traumatizing questions or about personal trauma;
	+ it uses secondary data that is in a publicly available database;
	+ the data is collected anonymously;
	+ the sample of participants would not be defined as vulnerable;
		- Note – children are not always considered vulnerable. If the students explain the research to child participants in developmentally sensitive, child-friendly language, and child assent is gained verbally at every stage of the research process, your course-based research can still be approved.
	+ the research is observational and there is no direct contact with or an expectation of privacy on the part of the participants being observed (e.g., observing behaviour in a public place or on public social media accounts).

If any of the following conditions exist, **projects may need to be submitted using the regular RRC Polytech research ethics application form** found at <https://www.rrc.ca/numbers/ethics-board/>:

* Students are self-initiating a project that involves following a scientific method, collecting data from human participants, and they have solicited instructor support. This might be in a context outside of a class or group assigned activity such as an independent study or personal interest.
* Research that is considered more than minimal risk (e.g., with a vulnerable group, invasive procedures, or risks of physical, emotional, psychological, social, or economic harm)
* Red River College Polytechnic Instructors or Staff are the research project leads intending to involve students collecting data, either as hired research assistants or as part of a course.
* One outcome of the project is to submit and hopefully publish the findings of the research in a peer reviewed journal or submit as a presentation to a professional conference.

Once this form and the assignment descriptions have been reviewed by the Red River College Polytechnic Ethics Board, the RRC Polytech REB Chair or designate will delegate the instructor the authority to review student projects for research ethics compliance according to the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html) (TCPS 2; 2018).

To ensure sufficient knowledge of the TCPS 2, Instructors assigning course-based research will be required to complete the [TCPS 2: CORE Tutorial](https://tcps2core.ca/welcome) which introduces the researcher to the principles of the Tri-Council Policy Statement. The tutorial can be found at this link: <https://tcps2core.ca/welcome>

A certificate is provided at the end of the tutorial that does not expire – thus the tutorial only needs to be completed once (even if completed several years ago). As ethical conduct of research is an important topic in teaching research methods, Instructors should also require the students receiving the assignment to complete the TCPS 2 tutorial.

***All course-based research approvals are valid for 1 year and require renewal every year after. Amendments should also be sought during the year if there has been any change in instructor or revision to the assignment guidelines, its purpose, or the populations students are being asked to approach.***

**Students may not begin to collect data until this form has been approved by the RRC Polytech-REB.**

**What do I need to submit with this application?**

1. Your certificate from the TCPS 2: CORE Tutorial
2. A copy of your assignment guidelines (or pages of your course outline, or copies of any materials on LEARN) that detail the nature of the proposed course-based research assignment for students. Those assignment guidelines/course materials should describe or make note of intention to monitor/evaluate/instruct students on the following items:
	1. Objectives of the assignment.
	2. The broad goals/purpose of the research projects that students will be undertaking.
	3. The populations that the students might be surveying or interviewing.
	4. Information on how students will access/contact those participants.
	5. Information on what kind of permissions for contacting participants the students, or the instructor on their behalf, may need to obtain.
	6. Descriptions of how the surveys or interview questions chosen or created by the students, will be screened or evaluated by the instructor.
	7. Any instructions that will be provided to students regarding how to obtain informed consent, maintain confidentiality and privacy, and how students will be expected to store the data that they will gather.
	8. Any rubrics or scoring guides for the assignment.
3. A completed application form with responses to the questions and checklists that appear on the following pages.

**Application for course-based research:**

1. **Course Information**

|  |  |
| --- | --- |
| **College Program Name** |  |
| **Course Title**  |  |
| **Course Number** |  |
| **Instructor(s) Name** |  |
| **Instructor(s) Telephone** |  |
| **Instructor(s) Email** |  |

1. **Details About the Assignment**

|  |  |
| --- | --- |
| **How many sections of students will the assignment be active for?** |  |
| **Estimated number of students that will be completing the assignment** |  |
| **Is this a group assignment or an individual assignment? If a group assignment how many students will work together in each group?** |  |
| **Where will this research take place? Where will data collection take place?** |  |

1. **Title of the Assignment:**

|  |
| --- |
|  |

1. **Define what “minimal risk” means in the context of your student assignment.**

|  |
| --- |
|  |

**Please verify the following apply to this assignment:**

**In completing this application, I accept the role and responsibility, granted to me by the Red River College Polytechnic Ethics Board, to ensure that my students’ projects will meet the following criteria (please select all boxes):**

[ ]  The projects will present minimal risk to the participants.

[ ]  Students will not sample from populations identified as vulnerable by the TCPS 2.

[ ]  The students will have a process of obtaining informed consent from their participants.

[ ]  The data the students collect will be anonymous.

[ ]  The students will only collect specific demographic data (e.g., age or gender) from their sample if that data is part of their research question (e.g., the relationship between age and social media platform use; the difference between genders in attitudes towards customer service styles).

[ ]  All data the students collect will remain confidential.

[ ]  The students will store their collected data only on password protected devices.

[ ]  The results of the research will only be viewed by the instructor and the class.

[ ]  The consent information that students provide to their participants will contain the statement:

*This course-based assignment has been approved by the Red River College Polytechnic Research Ethics Board. For more information about this approval, you may contact the ethics board at* *REB@rrc.ca*

By signing below, I indicate my understanding that:

* I will ensure my students will abide by the ethical principles of the TCPS-2.
* I will notify the REB immediately in the event there are adverse events with participants/student researchers that arise as a result of this assignment. (Please use the adverse event reporting form as found on the [RRC Polytech REB website](https://www.rrc.ca/numbers/ethics-board/).
* I will notify the REB if any assignment revisions that take place during the 1-year approval period for this application or if there is a change in instructors (please use the amendment form as found on the [RRC Polytech REB website](https://www.rrc.ca/numbers/ethics-board/))
* I am aware that once the one-year approval for this protocol has expired, the project is no longer considered approved by the RRC Polytech REB. Renewals can be obtained by submitting the renewal form found on the [RRC Polytech REB website](https://www.rrc.ca/numbers/ethics-board/). The renewal form can be used if there are no changes from the previous year’s submission. If the assignment has been revised or if the instructors have changed, then please resubmit this full application.

|  |  |  |
| --- | --- | --- |
| **Instructor Signature:**  |  | **Date:** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Research Ethics Board Chair or Designate Approval Signature:**  |  | **\*Date:** |
|  |  |  |

**\*Approvals will be valid for 1-year from this date.**