# Human Research Ethics Board - Trinity Western University

# Request for Ethical Review of Human Research

# Course-based Research Projects, Form C:

# Course Students as Research Participants

HREB File No.:

Date Received by HREB:

**Note**: **This form is to be completed by instructors** requesting approval for a **single** class research project that *invites students in the course to be research participants in this project for educational purposes*.

(For projects that invite students who are not in the course to be research participants, use the ***Course-based Research Projects, Form A: General*** application form for general projects and the ***Course-based Research Projects, Form B: Interview*** application form projects that focus on interviews.)

**Instructors who wish to conduct their own research involving students in a course as participants should use the *Request for Ethical Review* form.**

**A separate application is required for each project.**

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| --- | --- | --- | --- |
| **Course Number:** | **Course Name:** | | |
| **Instructor:** | | **Email:** | |
| **Campus Office:** | | | **Phone:** |

**Instructions: Type a response to the questions below and attach any related written information that will be distributed to students. If attaching handouts, clearly identify which handout relates to which question.**

## A. General Information

**Briefly describe:**

### 1. The educational goals of the assignment.

### 2. The purpose of the study.

## B. Study Details

**Briefly describe:**

### 1. Study procedures, including data collection and analysis.

### 2. How the study will be presented to students in the course. Attach a basic script if the presentation will be oral.

### 3. Any potential risks to student research participants (e.g. physical, psychological/emotional, social, employment risks). Explain the steps that will be taken to manage risks.

### 4. (If applicable) any techniques to be used that would withhold, misrepresent, or misconstrue the purpose for which the study is being undertaken. Justify the use. Note that if deception is part of the study design, debriefing is necessary.

### 5. Any potential benefits to student research participants.

### 6. How study participation is weighted in the overall course grade.

### 7. The nature of any alternative assignments (e.g. a paper on the topic being investigated) that will be assigned to students who chose not to participate. The alternative assignment should take approximately the same amount of time as participation in the class study and be weighted the same for grading purposes.

### 8. The consent process, including measures to guarantee free and informed consent. Consent is ordinarily to be obtained in written form unless there is justifiable reason for oral consent. If oral consent is being used, justification for doing so must be given below. Instructions for using verbal consent and a sample script are on the last page of this form. Guidelines for written consent can be found at [twu.ca/research/research-services/research-ethics/guidelines-informed-consent](https://www.twu.ca/research/research-services/research-ethics/guidelines-informed-consent)).

### 9. How participants will be made aware of their right to withdraw, and the process for doing so.

### 10. Measures to maintain the privacy/confidentiality of participants, non-participants, and data throughout the process, including plans for data monitoring, storage, and disposal.

### 11. Plans for debriefing participants and for reporting back to them (if there will be no reporting back, please explain why).

## C. Study Documents

### 1. Attach a copy of the course syllabus with relevant sections highlighted.

### 2. These items are to be submitted with your application. Incomplete applications will not be reviewed. Items with an asterisk (\*) must be included with all applications. Please write N/A for items that are not applicable.

\* Letter of initial contact, advertisement, or other recruitment documents, or script of verbal recruitment.

\* Participant and/or parental consent form or oral script.

Script for obtaining assent (required when there is a parent/guardian giving consent).

Agency permission letter(s).

Copy of questionnaire(s), test(s).

Explanatory letter with questionnaire(s), test(s).

Sample questions for interview(s).

Sample questions for focus group(s).

\* Debriefing document and/or oral script.

Other documents required by study procedures (e.g. confidentiality agreements).  
Please specify:

## D. Submission

Please submit one original signed application with all required attachments to Elizabeth Kreiter, HREB Coordinator, Suite 101, Fosmark Centre.

## E. Signatures

Your signature indicates that you agree to actively monitor student investigators and make yourself available to supervise and assist students should problems arise during the study. Your signature further indicates that you agree to ensure that the students abide by all policies, procedures, regulations and laws governing the ethical conduct of research on humans. Guidelines may be found on the TWU website.

Instructor Date

The signature of the administrator indicates that adequate infrastructure is available to conduct this research. (Please note, if the Chair or Director is also the Principal Investigator, a Co-Investigator, or the supervisor of the student applying, he/she cannot sign as Chair/Director as well. An alternate administrative signature must be provided.)

Chair/Director Date

**Instructors are required to submit an additional request for approval if changes are made in the nature of the project or procedures used.**

**Approval will be for three years providing there are no changes in the instructor teaching the course and no major changes in protocol. Protocol changes include a change in the data source for projects involving secondary analysis.**

**Chair/Director to keep one copy.**

## For HREB use only

❒ *Approved with no modifications required* ❒ *Approved pending minor modification* ❒ *Not approved, or deferred pending major modification*

Signature of HREB Chair or alternate: Date of review:

Date of final approval with all required modifications: