# Human Research Ethics Board - Trinity Western University

# Request for Ethical Review of Human Research

# Course-based Research, Form A: General

HREB File No.**:**

**Note**: **This form is to be completed by instructors** requesting approval for a **single** class research assignment (non-interview) with *participants who are not students in the course*.

(For projects based on interviews use the ***Course-based Research, Form B: Interview*** application form. For projects that invite students in a course to be research participants, use the ***Course-based Research, Form C: Course Students as Research Participants*** application form.)

**Students who design and conduct individual or group research projects to meet course requirements should use the *Request for Ethical Review – Class Project* application 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. The methods, procedures, and data:

**(a) Does the study takes place in a controlled environment (e.g. clinic, laboratory, formal tests)?**

Yes  No

**If yes, describe each procedure in the sequence used.**

**(b) Does the study involve naturalistic or participant observation?**

Yes  No

**If yes, describe the setting, interactive and observational procedures to be used, and kinds of information to be collected.**

**(c) Does the study involve secondary analysis of previously collected data?**

Yes  No

**If yes, describe the original source of data and steps taken to protect the identity of data subjects.**

**(d) Does the study involve using specialized methods with participants?**

Yes  No

**If yes, describe methods and relevant experience students have, or supervision they will receive.**

### 2. Data analysis procedures.

### 3. The study population, selection criteria and the recruitment process (where applicable).

### 4. Any potential risks (e.g. physical, psychological/emotional, social, employment risks) to study participants and/or student researchers. Explain the steps that will be taken to manage risks.

### 5. (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.

### 6. Any potential benefits to participants.

### 7. The type and value of any incentive/compensation and manner of distribution.

### 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 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. If the project involves using information, people, or facilities from a recognized community (e.g. Aboriginal group), or agencies or institutions outside of TWU (e.g. schools, hospitals, other universities, churches, businesses), permission must be obtained.

**(a) If the agency/institution has its own REB, obtain and attach a copy of the Certificate of Approval from that REB. If it does not have an REB of its own, attach a copy of a letter from someone in authority at that agency/institution granting permission to use their information, people, and/or facilities.**

**Permission letters should be on agency/institution letterhead and *must* include the following:**

Date (must be current).

Name of student(s) who is being permitted to conduct the project.

Name or description of the study that is being approved.

Name, signature, and position of the person who is providing the permission.

**Permission should be obtained from other agencies/institutions prior to or simultaneously with your application to the TWU HREB. Please provide a list of the agencies/institutions involved.**

**(b) If written consent is not appropriate for cultural or other reasons, provide justification and describe any alternative forms of consultation.**

### 3. 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

Submission instructions are found on the “Submit HREB Application” page of the HREB website at <https://www.twu.ca/research/research-services/human-research-ethics/submit-hreb-application>.

## 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.**

**If different agencies will be used in the second or third year of approval, please submit a Request for Continuing Approval or Amendment form with an updated list of agencies and the new agency approval letters.**

**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: