GEORGIAN COLLEGE

RESEARCH ETHICS BOARD

REQUEST FOR AUTHORITY TO CONDUCT COURSE-BASED RESEARCH ETHICS REVIEW

# INSTRUCTIONS

## Who should complete a different form?

If all your students will be working on the same project, and it will involve more than minimal risk for the research participants, please submit one APPLICATION FOR RESEARCH ETHICS APPROVAL for the project.

## Who should complete this form?

Use this form to request authority from the Georgian College Research Ethics Board (GCREB) to conduct course-based research ethics review of your students’ research involving humans[[1]](#footnote-1) only if there will be research involving humans requiring ethics approval that will meet the following criteria:

* The objective is to provide students exposure to research methods in their field of study;
* The research poses no more than minimal risk[[2]](#footnote-2);
* The research participants are drawn from the general adult population, capable of giving free and informed consent, and may not include vulnerable participants such as children or persons who are not legally competent to consent;
* The research does not involve any personal, sensitive or incriminating topics or questions which could place participants at risk;
* The research does not manipulate behaviour of participants beyond the range of “normal” classroom activity or daily life;
* The research does not involve physically invasive contact with the research participants;
* The research does not involve deception; and
* The research is not part of the faculty member’s own research program.

## What do I need to do before I complete this form?

* Familiarize yourself with the applicable policies and take the TCPS2 CORE tutorial.
* See links in the Application Checklist attached to these instructions and the [GCREB website](http://www.georgiancollege.ca/researchethicsboard).

## How do I complete this form?

First save a copy to your computer. You may also need to click something to enable editing.

Rename the file as follows: PILastName\_PIFirstName\_CourseCode.docx

This is a fillable form for Microsoft Word 2013-2019. Click the first response field to begin each section. You may use the Tab key to move forward one field, and Shift+Tab to move back one field within sections. To select (or to deselect) a box, either click it with your mouse or navigate to it with the Tab key and use the spacebar to click the box.

Type in the text boxes provided. They will grow as you type. To insert a tab stop within your response, use Ctrl+Tab. (Using Tab only will move you forward one field.)

You can apply Rich Text Formatting such as bold or italics to your written responses.

Please **print** Section F, read it, initial and sign where indicated, and submit your scanned (preferably PDF) signature pages with your application.

Please save your application as a Word or PDF document (but not as an image) and submit it with all attachments to [reb@georgiancollege.ca](mailto:reb@georgiancollege.ca).

## Whom may I contact if I have any questions?

Please contact the Georgian College Research Ethics Board at 705.728.1968, Ext. 5395 or [reb@georgiancollege.ca](mailto:reb@georgiancollege.ca) .

|  |  |  |
| --- | --- | --- |
| FORM CHECKLIST | *Principal Investigator Use* | *GCREB Office Use Only* |
| All investigators conducting research involving humans must complete the[***Tri-Council Policy Statement 2 Course on Research Ethics tutorial (TCPS 2 CORE)***](http://www.pre.ethics.gc.ca/eng/education_tutorial-didacticiel.html). You will be the Principal Investigator for your students’ research. Submit your certificate of completion with this application. Review any updates made to the TCPS2 information since your tutorial completion date with particular attention to the following requirements:   * TCPS2 CORE tutorials **completed before April 2011** are no longer valid and **must be redone.**   + Note: The TCPS2 CORE will not generate an updated certificate of completion. Researchers must provide a **screenshot** of their dashboard as proof that they have redone the modules. * **All investigators must also read the following:**   + [*TCPS2 CORE Module 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada*](http://www.pre.ethics.gc.ca/eng/documents/Module9_en.pdf);   + [*TCPS2 CORE Module 10: Multi-Jurisdictional Research Ethics Review*](http://www.pre.ethics.gc.ca/eng/documents/Module10_en.pdf);   + *The*[*Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans - TCPS 2 (2018)*](http://www.pre.ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html); and   + [*Highlights of changes: Summary of revisions in TCPS 2 (2018)*](http://www.pre.ethics.gc.ca/eng/policy-politique_tcps2-eptc2_changes.html). |  |  |
| Familiarize yourself with [*Freedom of Information and Protection of Privacy Act (FIPPA)*](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm) and other applicable privacy legislation and institutional procedures, including the [Access and Privacy Office](https://georgiancollege.sharepoint.com/sites/Employee/AccessAndPrivacyOffice/SitePages/Home.aspx) and [I.T. Security](https://georgiancollege.sharepoint.com/sites/Employee/OnlineSecurity/SitePages/Home.aspx) information on the Employee Portal. |  |  |
| Familiarize yourself with these Georgian College research policies:   * [*AD-016 Access to Georgian College Resources for Research*](https://www.georgiancollege.ca/about-georgian/research/research-ethics-board/attachment/ad-016-access-to-georgian-college-resources-for-research/) * [*AD-014 Responsible Practice and Ethics Review in Research – BOG REVIEW PENDING*](https://www.georgiancollege.ca/about-georgian/research/research-ethics-board/attachment/ad-014-responsible-practice-and-ethics-review-in-research-bog-review-pending/) * [*AD-015 Research-Integrity – BOG REVIEW PENDING*](https://www.georgiancollege.ca/about-georgian/research/research-ethics-board/attachment/ad-015-research-integrity-bog-review-pending/) |  |  |
| Familiarize yourself with other applicable Georgian College policies, such as:   * [*Procedure-1-130-Intellectual-Property*](https://www.georgiancollege.ca/about-georgian/research/research-ethics-board/attachment/procedure-1-130-intellectual-property/) * [*4-126\_Conflict\_Of\_Interest*](https://www.georgiancollege.ca/about-georgian/research/research-ethics-board/attachment/4-126_conflict_of_interest-2/) |  |  |
| Attach your course outline and syllabus. |  |  |
| Attach your research-related assignment(s) and marking scheme(s) or rubric(s). |  |  |

FORM

*The personal information collected on this form will become part of the records held by the Georgian College Research Ethics Board and will be used to assist in the review of your application and provision of services for your course-based research. A copy of this form may be reviewed by external parties in order to meet legislative, audit and/or regulatory requirements. The information is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. If you have any questions or concerns about the information collected, please contact the Research Ethics Board at* [*reb@georgiancollege.ca*](mailto:reb@georgiancollege.ca) *or 705.728.1968, ext. 5395. For more information about FIPPA, please contact the Access and Privacy Office at 705.728.1968, ext. 5770 or* [*accessprivacy@georgiancollege.ca*](mailto:accessprivacy@georgiancollege.ca)*.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SECTION A – GENERAL INFORMATION | | | | | | | | |
| 1. **Course Code:** | Course Code | | | | | | | | |
| 1. **Course Title** | [Title] | | | | | | | | |
|  | | **Courtesy**  **Title** | **First Name** | **Last Name** | **Organization**  **/Department** | **Mailing**  **Address** | **Phone** | **Email** | |
| 1. **Course Instructor** | | Choose/type title. | Click or tap here to enter first name. | Click or tap here to enter last name. | Click or tap here to enter org/dept. | Click or tap here to enter address. | Click or tap here to enter phone. | Click or tap here to enter email. | |
| 1. **Has GCREB previously given to you AUTHORITY TO CONDUCT COURSE-BASED RESEARCH ETHICS REVIEW for *this* course?** | | | | | | | Choose Yes or No. | | |
| * 1. **If yes, when did you most recently have this authority?** | | | | | | | | | |
| Click or tap here to enter year(s). | | | | | | | | | |
| 1. **Has GCREB previously given to you AUTHORITY TO CONDUCT COURSE-BASED RESEARCH ETHICS REVIEW for a *different* course or courses?** | | | | | | | Choose Yes or No. | | |
| * 1. **If Yes, for which course(s) and when?** | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |

|  |  |
| --- | --- |
| SECTION B - SUMMARY OF THE PROPOSED RESEARCH | |
| 1. **Please provide a brief description of the type of research required for the course.**   Attach your research-related assignment(s) and marking scheme(s) or rubric(s). | | |
| Click or tap here to enter text. | | |
| 1. **What data collection methodologies will be used by student researchers (e.g., interviews, surveys, focus groups, testing)?** | | |
| Click or tap here to enter text. | | |
| 1. **How will students in the course develop an understanding of ethical issues pertaining to research involving human participants?** | | |
| Click or tap here to enter text. | | |
| 1. **In particular, how will students develop an understanding of these topics?** | | |
| * 1. **Informed consent** | Click or tap here to enter text. | |
| * 1. **Voluntary participation** | Click or tap here to enter text. | |
| * 1. **Risks to participants** | Click or tap here to enter text. | |
| * 1. **Deception** | Click or tap here to enter text. | |
| * 1. **Confidentiality** | Click or tap here to enter text. | |
| * 1. **Vulnerable Populations** | Click or tap here to enter text. | |

SECTION C - LEAD COURSE INSTRUCTOR AGREEMENT

|  |  |
| --- | --- |
| *Please* ***print*** *the pages from this section,* ***sign and scan*** *them.*  *Send the scanned pages as an attachment when you submit your application.* | |
| I have examined Georgian College’s Responsible Practice and Ethics Review in Research policy and affirm that, to the best of my knowledge, the student research I will supervise conforms to the policy. I acknowledge that if given authority by the GCREB to conduct course-based research ethics review, I may approve my students’ research involving humans only if:   * The objective is to provide students exposure to research methods in their field of study; * The research poses no more than minimal risk; * The research participants are drawn from the general adult population, capable of giving free and informed consent, and may not include vulnerable participants such as children or persons who are not legally competent to consent; * The research does not involve any personal, sensitive or incriminating topics or questions which could place participants at risk; * The research does not manipulate behaviour of participants beyond the range of “normal” classroom activity or daily life; * The research does not involve physically invasive contact with the research participants; * The research does not involve deception; and * The research is not part of the faculty member’s own research program.   If a student research proposal does not meet the above criteria I will refer the application for research ethics approval to the Georgian College Research Ethics Board (GCREB) for review.  I agree to submit a *Summary of Course-based Research* and all the completed ethics applications for research projects involving humans to the GCREB for review prior to the commencement of any recruitment or data collection.  I also agree to submit a completed *Summary of Course-based Research* with the GCREB Final Report forms for research projects involving humans to the GCREB when research is completed or within two weeks of submitting the final grades for the course.  I acknowledge that failure to comply with these requirements will result in revocation of authority to conduct course-based research ethics review. | |
| **Course Title:** | |
| [Title] | |
|  |  |
| Signature of Course Instructor | Date |

SECTION D - RESEARCH ETHICS BOARD APPROVAL

|  |  |
| --- | --- |
| Under the provisions of Georgian College Policy *AD-014 Responsible Practice and Ethics Review in Research* policy, the Georgian College Research Ethics Board grants authority to conduct course-based ethics review to: | |
| **Course Instructor:** | | |
| Click or tap here to enter text. | |
| for the following course: | |
| **Course Title:** | |
| [Title] | |
| The term of approval will extend for three years from the signature date below. | |
|  |  |
| Signature of Georgian College Research Ethics Board Chair | Date |

1. **Research** is “*An undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation.”* ([Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018), Glossary](http://www.pre.ethics.gc.ca/eng/tcps2-eptc2_2018_glossary-glossaire.html)). [↑](#footnote-ref-1)
2. **Minimal risk research** is “*Research in which the probability and magnitude of possible harms implied by participation in the research are no greater than those encountered by participants in those aspects of their everyday life that relate to the research*” ([34TUCanadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018), Glossary](http://www.pre.ethics.gc.ca/eng/tcps2-eptc2_2018_glossary-glossaire.html)U34T). [↑](#footnote-ref-2)