



RESEARCH ETHICS APPLICATION FOR COURSE-BASED RESEARCH

Please submit this form to the Bow Valley College (BVC) Research Ethics Board (REB) for review at least one (1) month before the course begins. If ethical approval is granted for the course assignment described below, approval will be granted for one (1) year provided that no changes are made to the assignment and that the instructor does not change during that time.

Please attach the following to your application as separate documents:

- course outline and course offering information document;
- assignment descriptions for all assignments potentially involving research with human participants.

If required for an assignment, provide copies of the following guides you will be providing learners:

- recruitment notices/scripts
- interview or survey questions
- consent forms

Note: The information in these appendices does not replace your answers to the questions below. The appendices enable the REB to review how you plan to communicate to your learners about the ethics of their research.

PROJECT TITLE AND INFORMATION

Title of project	
Title of course and code	
Course offering with academic term and year	

COURSE INSTRUCTOR(S) INFORMATION

Name	
School	
Email	
Phone	



Completed the TCPS2 2022 Tutorial? Yes (Attach the TCPS2 Tutorial Certificate.)
 No Expected date of completion:

Note: All the instructors named on this form will need to complete the tutorial before data collection begins. Please send a copy of the certificate to REB.

Other instructors on the project

Name	School	Email	Status of tutorial completion

PROGRAM CHAIR/SUPERVISOR INFORMATION

Program Chair/Supervisor Information

Name	
Email	

Is this course considered Work Integrated Learning (WIL)? Yes No

SPECIAL STATEMENT

A statement such as the one below should appear in your course outline and/or course offering information document:

Research Ethics:

This course (or assignment) has obtained course-based ethics approval from the Bow Valley College Research Ethics Board (REB). Whenever you perform research with human participants (e.g., surveys, interviews, observation) as part of your college studies, you are responsible for following the College’s research ethics guidelines. Your instructor must supervise your research.

RESEARCH METHODOLOGY

Check the description most applicable to this course-based research project.

- It is designed by the instructor for a whole class. All the learners will be doing the same project and following the same parameters and guidelines as set out in the project/assignment.
- It is designed by the instructor for a whole class, but allows for flexibility in data collection. The learners will determine their own data collection methods, but will follow the instructor's guidance on all other aspects including participant recruitment, levels of risk, procedures, participant confidentiality, data analysis and reporting, and data storage and disposal.

Complete all the fields in the application form. Use N/A if fields are not applicable.

Provide a description of the project overview and purpose.

Provide information on how the learners will report their research findings (e.g., written assignment, oral presentation, posters). Include specifics on with whom the learners will share the research findings (e.g., only the instructor, other learners, participants, others).

Provide details about the methods that will be used. (What data collection methods will be used? What types of data will be collected? How will this data be collected?) If recording will take place, include information on when this will be needed and the kinds of devices that will be used.

- If all the learners will be doing the same project using the same methods, attach copies of all related documents including the project description and instructions that will be shared with the learners.
- If the learners will be determining their own data collection methods, attach details of instructions, guides, and other relevant information that will be given to learners.

Provide details on the measures that will be taken to ensure that learners follow the ethics guidelines set out in the project.

In the future, is there an intention to reorganize and reanalyze the data that will be collected during this project by you or others?

Yes (Submit the [Application Form for Research Ethics Review](#) and contact the REB.)

No

Note: Secondary use of data (using data collected in a project for purposes other than that described on the consent form) is against BVC's ethics policy. Researchers must contact participants again to obtain their consent if they wish to expand their use of data beyond the terms of participants' initial consent. Therefore, please ensure that all potential uses of data are reflected on the initial informed consent form.

RISKS AND BENEFITS

A. Please assign a degree of risk (to either participants or students for each of the six types of risk described below).

	No risk	Minimal Risk (i.e., that experienced in everyday life)	More than Minimal Risk (i.e., beyond the risk experienced in everyday life)
Risk of manipulation (e.g., psychological or emotional):			
Risk of emotional distress or fatigue:			
Risk of psychological distress or trauma:			
Risk of deception:			
Risk of social-related distress:			
Risk of other harms:			

Include the names and contact information of resources that the participants and researchers can access.

B. Provide details about instructions and guidance that will be given to learners on assessing and mitigating risks. (Attach related documents that will be provided to learners.)

C. Provide details of the benefits to the school, the instructor(s), learners, and participants. (For WIL research projects, provide the benefits to the host organization.)

Note: Assignments deemed by the REB to involve “More than Minimal Risk” will not be approved for course-based research. Contact Academic & Research (appliedresearch@bowvalleycollege.ca) for guidance on how to decrease the level of risk posed by your assignment

PRIVACY

Will any identifying information be collected from the participants?

Yes

List the identifying information that will be collected.

No

Provide details about the measures and procedures that will be taken to protect the identity of the participants and ensure confidentiality/anonymity during the research and after. (There may be situations in which participants’ anonymity might be impossible to ensure (e.g., small sample size, other participants in a focus group, videos made public). If this is the case, explain the efforts to protect participant privacy (e.g., de-identifying the data.)

Provide details about the instructions and information that will be provided to the learners about confidentiality and anonymity of data.

Provide information about all persons who will have access to the data.

Provide information about where and how the data will be stored.

Provide information about how long the data will be kept and how it will be disposed of.

RECRUITMENT

Number of participants that are anticipated to be involved in the project.

Provide details of inclusion and exclusion criteria and their rationale.

Describe how participants will be accessed and recruited. (Attach any documents related to recruitment.)

If First Nations, Inuit, or Metis will be included or excluded, provide reasons. When there is an intention to disaggregate data to show how these populations responded and/or an intention to pull out their specific comments from qualitative data, provide the necessary steps taken to respect permissions and intellectual property.

Provide details on the information, instructions, and guidelines that will be provided to the learners about how they will access and recruit participants. (Attach any documents related to recruitment and consent.)

Provide details on compensation/remuneration that participants will receive. Include information on how and when the participants will receive this.

CONSENT

Describe how free and informed consent will be ensured throughout the duration of the research. Include details about all the elements that will require full disclosure. (Attach a copy of the consent form. Refer to the [consent form template](#). On the consent form, please include a checkbox section that allows participants to confirm that they are of at least 18 years of age.)

Provide details on the information, instructions, and guidelines that will be provided to learners about free and informed consent throughout the duration of research. Also include information on the processes in place to ensure that this will happen. (Attach a copy of the consent form and guidelines given to learners.)

Provide information on the measures taken to mitigate situations where participants might feel coerced into participating in the research.

If vulnerable populations are recruited, provide details on special considerations that will be given.

ATTACHMENT CHECKLIST

Ensure that all the documents that are necessary and relevant to your application are included. Check those applicable from the list below.

- Course Outline
- Course Offering Information
- Copy of project/assignment description provided to learners
- Copies of all guidelines provided to learners
- Recruitment materials (e.g., notices/scripts)

- Copy of consent form
- Interview/survey questions
- TCPS2 2022 certificates for all instructors

DECLARATION AND SIGNATURES

We, the undersigned, certify that the:

- information contained in this application is accurate.
- proposed research will not commence until ethics approval has been received.
- REB will be advised of any revisions to the course-based research assignment arising before or after ethics approval is granted.
- I/We understand that the conduct of research at BVC or using BVC learners, staff, or faculty without having received ethics approval is a breach of the BVC Policy: Integrity in Research and Scholarship.

Signature of Instructor(s):

Date:

I have been involved in the preparation of this application and agree with the information it contains.

Signature of Program chair:

Date:

Signature of Dean:

Date:

Once completed, please send a copy of this form electronically to researchethics@bowvalleycollege.ca