
RESEARCH ETHICS SCREENING FORM FOR COURSE-BASED ACTIVITIES

Please complete this form and submit it to the Bow Valley College (BVC) Research Ethics Board (REB) (researchethics@bowvalleycollege.ca) to determine if a course-based activity requires ethics review. The screening must take place during the design stage, *prior* to the implementation of the activity. Note that it is the responsibility of the instructor as project lead to complete this form *when designing* an activity that involves human participants.

Note: Once the activity has been screened, it will not have to be screened again (or by subsequent instructors) unless the activity is modified or changed.

Project Title:

Instructor/Project Lead:

Organization:

Department/School:

Job Title:

Email Address:

Please provide a brief (200 words) description of the activity, participants involved in the activity, and purpose for conducting the activity.

1. Is Research Ethics Board review of the activity required as part of its funding or collaboration arrangement (i.e., between the participating organization and Bow Valley College)? Yes No
2. Is the activity designed in a way that may support generalizations that go beyond the participants being studied (e.g., results that could be applied to situations other than the one being studied)? Yes No

Adapted from: ARECCI Ethics Screening Tool developed by the Alberta Research Ethics Community Consensus Initiative (ARECCI) Network (2005, revised 2010). [ARECCI - The Alberta Innovates Ethics Screening Tool](#)

3. Is the activity intended to produce results that could be published in a research journal or made available to a community partner as a deliverable? Yes No

4. Is the activity designed to collect primary data? That is, does it answer specific questions through the collection of data using interviews, focus groups, observations, surveys, or other data collection methods?

Yes Is the project:

Designed by the instructor (i.e., you design the entire project and all students in the class will be doing the same project, using the same methods to collect data). ***Go to Question 5***

Guided by the instructor (i.e., students design their own data collection method, but you provide guidelines for recruitment, procedures, data storage and disposal, and reporting of results) ***If the project will be guided by the instructor, please submit your responses to Questions 1-4 to the REB for review and guidance. See the Ethics Guidelines and Tools for Course-Based Research information booklet. You do not have to complete the questions below.***

No ***Go to Question 5***

Don't Know. Students will be required to complete a project where they may choose to collect primary data or analyze secondary data, but these activities are not a requirement for all students in the course. This information is not known before the class begins. ***Please refer to the Capstone Project information booklet for guidance. You do not have to complete the questions below. You may still submit the form to the REB for guidance.***

5. Does the activity include any of the following:

	Yes	No
Investigation of information that is publicly available (e.g., documents on a publicly accessible website). Please specify:		
Observation of people in public places where no direct interaction with the individuals or groups will take place and results will not identify specific individuals. Please specify:		
Use of secondary data that is anonymous. Secondary data refers to data that has already been collected by someone else. Please specify:		
Use of information for self-reflection or professional development activities to be used for self-evaluation and growth. Please specify:		

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Information collected is part of the standard practice of the profession. Please specify:		
Information collected from professionals pertaining to the ordinary course of their employment about organizations, policies, procedure, professional practices, or statistical reports. Please specify:		

If you have answered “No” to ALL the questions above, then it is likely that your activity does not need further ethics review. Please submit your responses to questions 1 through 5 to the REB to receive a formal decision. You do not have to complete the questions below.

If you have answered “Yes” to ANY of the questions above, please complete questions 6 through 13.

6. Does the activity involve collecting information from special populations or any individuals or groups in a socially vulnerable position (e.g., pregnant women, children, frail elderly, prisoners, refugee claimants, students, staff, persons with disabilities, sexual minorities, Indigenous peoples, visible minority groups)?

Yes No

7. Does the activity collect information about sensitive issues, illegal behaviour, stigmatizing conditions or behaviours, or religious, spiritual, or cultural beliefs or practices? Yes No

8. Does the activity produce a real or potential conflict of interest? A conflict of interest may occur when activities place an individual or institution in a real, potential, or perceived conflict between the duties or responsibilities related to research, and personal, institutional, or other interests. Researchers’ conflicts may come from interpersonal relationships (e.g., family or community relationships), financial partnerships or other economic interests, academic interests or incentives, or the involvement in dual and multiple roles. For example, being an instructor and a researcher may be considered a conflict of interest if the research involves their students. Yes No

9. Is there a power relationship between the investigator and participants (e.g., manager/employee, service provider/recipient, instructor/student)? Yes No

10. Does the activity use tests, surveys, interviews, oral histories, focus groups, where participants can be directly or indirectly identified? Yes No

11. Does the activity use deception or intended partial disclosure of the nature of the research activity?

Yes No

12. Does the activity involve any risks of breaching confidentiality of an individual’s personal information beyond that experienced in day-to-day life? Yes No

13. Does the activity pose any of the following risks to the participants as individuals or as members of a community?

	Yes	No
Risk of manipulation (e.g., psychological, emotional) Please specify:		
Risk of emotional distress or fatigue Please specify:		
Risk of psychological distress or trauma Please specify:		
Risk of deception Please specify:		
Risk of social-related distress (e.g., loss of status, reputation, privacy) Please specify:		
Risk of other harms (e.g., legal risks where there may be fear of being arrested or being identified as a member of a legally compromised group) Please specify:		

Date Submitted:

Date Reviewed:

Decision and Guidance on Next Steps:

REB Chair Signature: