

GREB – Instructor Course-Based Research Assignment Application

Course Information

All mandatory questions identified with an asterix (*) require a response or you will not be able to submit your application.

1.1) * Course name and number (e.g. SOC 301)

1.2) * Course title

1.3) * Department or Program (NOTE: This form is to be completed by the Course Coordinator if more than one instructor is teaching the course).

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1.4) * How many students are enrolled (or estimated) in this course?

1.5) * How many separate student projects are anticipated?

2. Course-Based Ethics Clearance Questions

2.1) * Has Ethics Clearance for a Course-Based Research Project been obtained for this course on any prior occasion?

- YES
- NO
- DON'T KNOW

2.2) If YES above, please provide the following: name of instructor who received approval; department/program; name of course if different from the above; GREB or UREB that issued the clearance; date of the clearance and clearance number (if known).

2.3) * Parameters of Risk: Only course-based projects, for which ALL the statements are TRUE, are eligible to use this form. All others must submit individual GREB applications through the regular review process.

Exceptions may be granted for the collection and use of anonymous information. Anonymous information is defined by the TCPS2 (2018) as information that has never had identifiers associated with it (e.g., anonymous surveys) and risk of identification of individuals is low or very low. Other exceptions to these parameters will either require the student to submit an individualized ethics application through TRAQ or the instructor will need to communicate directly with the GREB.

[Chapter 4 of TCPS 2 \(2018\)](#)

[Chapter 9 of the TCPS 2 \(2018\)](#)

- Student projects will not involve deception.
- Participants will be capable of giving free and informed consent.
- Projects are no greater than minimal risk (as defined in the TCPS 2 – 2018) to participants and

student researchers.

Student projects will not involve social or emotional risks greater than those encountered in participants' everyday life.

Student projects should not be disseminated outside of the classroom environment (or for online courses, outside the online course's password protected domain). Exceptions may be granted for the collection and use of anonymous information.

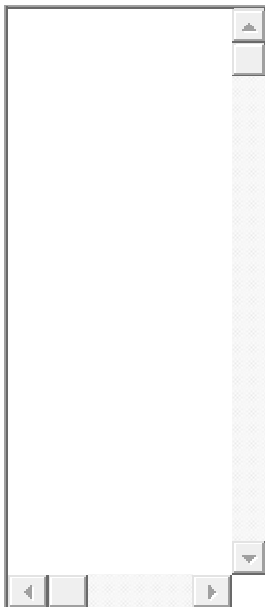
Student projects will not involve physically invasive contact with participants (e.g., taking blood, urine, or saliva samples; scratching the skin; tissue or genetic testing; administering eye drops).

Participants will not be drawn from populations that may require special considerations, as outlined in Chapter 4 of the TCPS 2 (2018). These populations may include children; prisoners; elderly; those participants who have experienced a mental illness; and those with diminished capacity for self-determination.

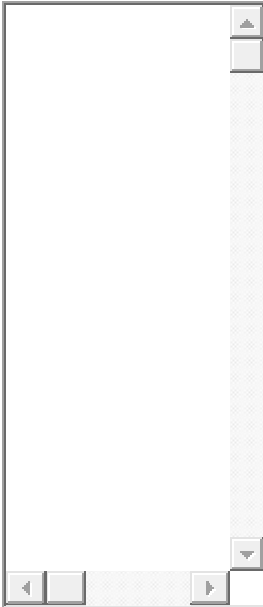
Participants will not be drawn from Indigenous populations, including but not limited to First Nations, Inuit and Métis Peoples of Canada, with unique histories, cultures and traditions that must be considered and recognized prior to any research. For additional information and guidance, please see Chapter 9 of the TCPS 2 (2018)

3. Assignment Purpose and Methodology

3.1) * Describe in the space below, the projects you will be requiring your students to complete (e.g., surveys, participant observation, interviews) and the purpose of these projects. (YOU MAY REFER TO A SPECIFIC SECTION OR SECTIONS OF THE COURSE OUTLINE, IF APPLICABLE, RATHER THAN RECOPYING THAT INFORMATION HERE):



3.2) * Describe how you will ensure that the methodology described for the research will be followed by the students.



4. Instructions Provided to Students

4.1) * How will study participants be recruited?

What written or verbal instructions will you provide your students regarding the following? You may write a description or attach the written explanation (or handout) that you will be providing to students.



4.2) * How will consent be obtained from study participants?



4.3) * How will participants be informed of their right to withdraw from the research project?

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4.4) * How will the confidentiality of data be safeguarded?

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4.5) * How will risks to participants be assessed and minimized (e.g., privacy or confidentiality breach, physical, social, emotional, economic)?

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4.6) * Please describe how the subject of ethics in research involving human participants will be covered in the course.

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4.7) * Will the course outline include, minimally, a reference to GREB's website (<http://www.queensu.ca/urs/ethics/general-research-ethics-board-greb>)? If not, please explain.

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4.8) * Describe how you, as course instructor, will review and approve the course projects proposed by your students.

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5. Supporting Materials Checklist

5.1) * Have you attached a copy of the full course outline?

- YES
 N/A

5.2) * Have you attached any handouts pertaining to the assignment?

- YES
 N/A

5.3) * Have you attached any sample Letters of Information/Consent Forms that students will be using?

- YES
 N/A

5.4) * Have you attached any standardized recruitment materials that you may be using (e.g., posters, email, telephone or verbal scripts)?

- YES
 N/A

5.5) * Have you attached any standardized data collection instruments that you may be using (e.g., survey questionnaires, test instruments, interview guides)?

- YES
 N/A

5.6) * Have you attached any standardized debriefing scripts that you may be using?

- YES
 N/A