**Student Course-Based Research Application Form**

All research involving human participants and conducted under the auspices of St. Lawrence College requires the St. Lawrence College Research Ethics Board (SLC-REB) review and approval.

**Who should complete this form? \***

Instructors who want to assign student course-based research (SCBR) activities involving human participants for training or pedagogical purposes must complete this form. By completing and submitting this form to the SLC-REB, the instructor requests delegated authority to review and approve the ethical acceptability of students’ course-based research projects.

\*If this is your first time applying for SCBR approval or you are unsure whether SCBR approval is required, please contact Research Office staff at [reb@sl.on.ca](mailto:reb@sl.on.ca) to discuss your project before completing this form.

**Eligibility for SCBR Ethical Clearance and Delegated Authority**

To be eligible for SCBR clearance, projects must meet the following (non-exhaustive) criteria:

1. The student research activity involves no more than minimal risk,
2. The student research activity must be for training or pedagogical purposes.

For more information, see the [Instructor’s Guidelines: Student Course-Based Research](https://364599a3-cdn.agilitycms.cloud/Attachments/7-community/innovation-and-business-engagement/research/102690541_instructor_guidelines_sept_2023.pdf).

**How to apply for SCBR Ethical Clearance and Delegated Authority**

Instructors applying for delegated authority to conduct ethical reviews of students’ course-based research projects must download and complete the application form, then submit it along with the following materials via the [submission web form](https://www.tfaforms.com/5081829) to the SLC-REB:

1. a completed copy of this form,
2. a certificate of completion of the most recent version of [TCPS 2: CORE-2022](https://tcps2core.ca/welcome) training for the instructor requesting delegated authority,
3. an informed consent form template,
4. any other supporting documents.

**Before the end of each semester, faculty with SCBR clearance for that semester must complete the project termination form and answer the following:**

1. How many students completed SCBR projects,
2. How many human participants were involved in the research,
3. Whether students met the project objectives, detailing any issues encountered, such as recruitment difficulties, complaints, or ethical concerns, and describing the steps taken to resolve these concerns.

# COURSE INFORMATION

1. Instructors’ Names:

Click here to enter the instructors’ names.

1. Dean / Associate Dean:

Click here to enter the Dean / Associate Dean’s name

1. a) College Program Name:

Click here to enter the program name.

b) Program Number:

Click here to enter the program number.

1. a) Course Name:

Click here to enter the course name.

b) Course Number:

Click here to enter the course number.

1. Research Project Duration

**Start date:** Click to enter a start date.

**End date:** Click to enter an end date.

1. Assignment Purpose (Check all that apply):

Student training  Student assessment

Class presentation  Student report

Student poster  Capstone project

Other (explain):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# PROJECT INFORMATION

1. Title of Assignment:

Click here to enter the title of the assignment.

1. Have you previously received REB approval for the same course and the same SCBR activity?

YES  NO

1. If YES, indicate the course name, year, and semester.

Click here to enter the course name, year and semester of previous approval.

1. If YES, explain the changes, if any, you wish to implement.

Click here to enter a description of changes to the project.

1. Will all students in your course be conducting course-based research projects?

YES  NO

1. Is this application for a specific student’s course-based research project?

The course instructor is responsible for ensuring that the student’s proposed research activities meet the criteria for student course-based research.

YES  NO

1. If YES, provide the name of the student(s):

Click here to enter the names of student’s completing SCBR projects.

# DESCRIPTION OF ASSIGNMENT

1. Research Project Goal. *What is the overarching aim of the research project? What will students seek to achieve?*

Click here to describe the goal of the project.

1. Provide a brief outline of the assigned research process. *Example: What will research procedures involve for students? Explain the procedures students will follow to collect data. Will students collect data from human participants? What kind of data will students collect – quantitative, qualitative, or both? Will students conduct surveys, interviews, questionnaires, etc.? Will data collection be in person, virtual, over email, etc.?*

Click here to enter a brief outline of the assigned research process.

1. Human Participants. Describe the likely participants. Might any participants be in a vulnerable situation? *Example: a person or group might be vulnerable due to historical injustices, age, cognitive capacity, or power relationships (e.g., student/teacher, practitioner/client, employer/employee).*

Click here to describe the likely participants.

1. Recruitment. Describe the recruitment process or processes.

Click here to describe the recruitment process.

1. Minimal Risk. Does the planned activity pose a greater risk to participants than the risks they encounter in everyday life? *For example, will students ask questions of a personal or sensitive nature? Are participants being asked to do anything that might cause them harm? Are students collecting identifiable information?*

Click here to describe the level of risk.

1. Informed Consent. How will participants be informed of their rights? Describe the procedures students will use to gather informed consent and attach an informed consent form template. *For example, where will informed consent forms be stored, and how long? How will informed consent forms be kept secure? What will happen to the forms at the end of the retention period?*

Click here to describe how informed consent is gained and the protocols for storing consent forms.

1. Privacy and Confidentiality. *Is data anonymous? How will participant confidentiality be assured? How is identifiable or sensitive data safeguarded from breaches? Who will have access to participant data? Where will the data be stored, and for how long? How will data be kept secure? What will happen to data at the end of the required retention period (e.g. all data will be destroyed immediately following the grade appeal deadline for the course)?*

Click here to describe the data protection measures and retention period.

1. Research Ethics Education and Training. *How are ethical research and ethical research practices conveyed to students?*

Click here to enter a description of how students will learn ethical research practices.

1. Delegated Authority. *Describe the procedures you will use to review student projects and ensure student projects follow the ethical guidelines in the most recent version of TCPS 2.*

Click here to enter a description of the review procedures of student projects to ensure they follow the most recent version of the TCPS 2.

1. Dissemination. *How will students disseminate information and findings from their research projects (e.g. inviting community partners to attend presentations or poster sessions, in-class presentations, course papers)? Please note that the outputs of course-based research projects may only be shared in the College setting.*

Click here to enter a description of how students will disseminate information and findings.

1. Additional Comments about the project that might help reviewers understand the educational objectives or the research project.

Click here to enter any other information that may help reviewers understand the objectives and project.

# SECURING ACKNOWLEDGEMENT

The course professor and the supervising Dean or Associate Dean agree that:

Research involving human participants is a required component of the course.

The instructor completed the most recent TCBS2 CORE training and sent a certificate.

Students will receive training in ethical conduct in research involving humans.

The instructor will receive a Letter of Approval from the SLC-REB before project commencement.

The instructor will review and oversee student SCBR projects to ensure all activities involving human participants follow the ethical guidelines in the most recent version of the TCPS 2.

The instructor will remind students of their obligation to delete data by the specified date.

Student research activities will involve no more than minimal risk to students or participants.

Informed consent will be obtained from each participant.

The course instructor will report any deviations from the approved application or adverse effects to the SLC‑REB.

The course instructor created an informed consent template for students. A copy is attached.

The course instructor will submit a completion report to the SLC-REB following project completion.

Data will be anonymous.

Data will be confidential.

# Course professor's statement of agreement (to be completed by the applicant)

By clicking here, I, Click here to enter the instructor’s name., confirm that I agree with the items above.

# **Dean/Associate Dean's statement of agreement and support (to be** completed by the Dean or AD)

By clicking here, I, Click here to enter the Dean / Associate Dean’s name, confirm that I support the course-based research project described in this application and agree with the above items.