

Instructor Guidelines: Student Course-Based Research (SCBR)

All research involving human participants conducted under the auspices of St. Lawrence College (SLC) requires SLC-REB review. **Instructors who assign student course-based research (SCBR) projects must apply to the SLC-REB for delegated authority to perform ethical review of student research involving human participants.*** SCBR applications must be approved by the SLC-REB before implementation.

**If this is your first time applying for SCBR approval, please discuss your project with Research Office staff (reb@sl.on.ca) before beginning an application.*

What is SCBR?

SCBR projects

- Are research projects or activities assigned as part of a course for students to learn, practice, or demonstrate research skills,
- Involve collecting data from human participants (e.g. through interviews or surveys), and
- Pose no risk or minimal risk. Minimal risk means that the research activity involves no greater risk to participants than the risks participants encounter in everyday life.

SCBR Projects Must

- Include a plan for obtaining informed consent
- Comply with the ethical guidelines included in the most recent version of the TCPS2
- Include a plan for data storage, protection, and destruction

SCBR Projects Must Not

- Involve collection of identifying information
- Include participants who are children, are vulnerable, or are at risk of a power imbalance
- Be disseminated outside of the College

Research Ethics Process for SCBR Projects

Step	Details
Step 1: Application to SLC-REB for delegated authority to review students' SCBR projects	The instructor submits the following to the SLC-REB for review: <ul style="list-style-type: none"> • TCPS2 CORE tutorial certificate, • Completed SCBR application form • Consent form template, and • Any other supporting documents.
Step 2: SLC-REB Review	<ul style="list-style-type: none"> • The SLC-REB chair or designee reviews the application and makes a decision (approved, pending - edits required, or not approved). • The Research Office communicates the decision with the instructor.
Step 3: Ongoing Review, Monitoring, and Reporting	Once an application is approved, the course instructor must review and monitor student projects to ensure compliance with the TCPS2. This includes <ul style="list-style-type: none"> • Reviewing all student research materials and protocols to ensure they meet SCBR criteria as defined above prior to project implementation • Reporting any changes or adverse events to the SLC-REB.
Step 4: Final Reporting	Upon project completion, the course instructor sends a project completion form to the SLC-REB.

Instructor responsibilities

A checklist for instructors planning and implementing SCBR projects.

Instructors who assign SCBR projects to students are responsible for

- completing an SCBR Application Form and submitting the application form and supporting documents to the Research Office for delegated review and approval by the SLC-REB Chair or designee,
- ensuring they are in receipt of a Letter of Approval from the SLC-REB prior to the commencement of student course-based research projects involving human participants,
- reviewing all student SCBR project protocols and materials to ensure protocols, recruitment materials, letters of information and processes for obtaining informed consent, and research tools meet the requirements for SCBR activities (listed under “What is SCBR?”) prior to research project implementation,
- ensuring students receive training in the ethical conduct of research involving humans before students begin their research projects (this may involve students taking either the TCPS2 online Course on Research Ethics (CORE) Tutorial or a class presentation on research ethics),
- ongoing monitoring of student projects and research activities for compliance with the ethical requirements of SCBR,
- reporting to the Research Services Office any changes to the approved application or any adverse events,
- reminding students of their obligation to delete data by the specified date,
- completing and sending to the SLC-REB a project completion form by the end of the course.

More information

The SLC- REB webpage includes a link to the SCBR webform and a link to the SCBR Application Form.

Questions?

If you are unsure whether your planned activities require SLC-REB oversight, or if you have questions about an application, please contact the Research Office at reb@sl.on.ca.