**Student Course-Based Research**

All research involving human participants and conducted under the auspices of St. Lawrence College requires 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 is requesting approval for 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 if you aren’t sure whether SCBR approval is required, please contact Research Office staff (reb@sl.on.ca) to discuss your project before filling out 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 about student course-based research, see the *Instructor’s Guidelines: Student Course-Based Research* (located on the SLC-REB webpage).

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

Instructors applying for delegated authority to conduct ethical review of students’ course-based research projects must submit 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 training for the instructor requesting delegated authority,
3. an informed consent form template,
4. any other supporting documents.

**Course Information**

1. Instructor’s Name: Click or tap here to enter text.
2. Associate Dean/Dean: Click or tap here to enter text.
3. College Program Name: Click or tap here to enter text. Program Number: Click or tap here to enter text.
4. Course Name: Click or tap here to enter text. Course Number: Click or tap here to enter text.
5. Period Covered from: Click or tap to enter a date. to Click or tap to enter a date.(Estimated Completion Date)
6. Assignment Purpose (List all that apply):

[ ]  Student training [ ]  Student assessment

[ ]  Class presentation [ ]  Student report

[ ]  Student poster [ ]  Capstone project

[ ]  Other (explain): Click or tap here to enter text.

**Project Information**

1. Title of Assignment: Click or tap here to enter text.
2. a) Have you previously received REB approval for the same course and same SCBR activity?

 [ ]  YES [ ]  NO

b) If YES, please indicate the course name, year, and semester for which

Click or tap here to enter text.

c) If YES, please explain what changes, if any, you wish to implement.

Click or tap here to enter text.

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

 [ ]  YES [ ]  NO

* 1. Is this application for an individual student’s course-based research project? [***The course instructor is***

***responsible for ensuring the student’s proposed research activity meets the criteria for student course-based research***].

[ ]  YES [ ]  NO

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

 Click or tap here to enter text.

**Description of Assignment**

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

Click or tap here to enter text.

1. **Brief Outline of assigned research process** *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 or tap here to enter text.

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

Click or tap here to enter text.

1. **Recruitment** *Describe the recruitment process or processes.*

Click or tap here to enter text.

1. **Minimal Risk** *Does the planned activity pose 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 or tap here to enter text.

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. Where will informed consent forms be stored, and for how long? How will informed consent forms be kept secure? What will happen to forms at the end of the retention period?*

 Click or tap here to enter text.

1. **Privacy and Confidentiality** *Are data anonymous? How will participant confidentiality be assured? How are identifiable or sensitive data safeguarded from breaches? Who will have access to participant data? Where will 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 or tap here to enter text.

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

Click or tap here to enter text.

1. **Delegated Authority.** *Describe the procedures you will use to review student projects and ensure student projects follow the ethical guidelines included in the most recent version of the TCPS2.*

Click or tap here to enter text.

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, the outputs of course-based research projects may only be shared in the College setting.*

Click or tap here to enter text.

**Any additional comments about the project that might help reviewers understand the educational objectives of the research activity:**

Click or tap here to enter text.

**Securing Acknowledgment**

The course professor and the supervising Dean or Associate Dean agree that (check all that apply):

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

[ ]  The instructor has completed the most recent version of TCPS2 CORE training. A certificate is attached.

[ ]  Students will receive training in the ethical conduct in research involving humans.

[ ]  The instructor will receive a Letter of Approval from the SLC-REB prior to project commencement.

[ ]  The instructor will review and oversee student SCBR projects to ensure all activities involving human participants follow the ethical guidelines included 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 to the SLC-REB any deviations from the approved application or any adverse events.

[ ]  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.

Student Name: Click or tap here to enter text.

**(Student name is not required for whole-class assignment.)**

**Course professor statement of agreement (to be completed by the applicant)**

[ ]  By clicking here, I, Click or tap here to enter course professor name, confirm that I agree with the items above.

**Dean or associate dean statement of agreement and support (to be completed by the dean or associate dean)**

[ ]  By clicking here, I, Click or tap here to enter dean or associate dean name, confirm that I support the course-based research project described in this application and that I agree with the items above.