emily carr
university of art + design

1399 Johnston Street, Vancouver, BC, Canada V6H 3R9

Office of Director of Research

EMILY CARR UNIVERSITY RESEARCH ETHICS BOARD (ECU-REB)

FORM 205.1 Course-Based Research Ethics Application

This application form is used for ethics review of course-based research activities that involve human participants. Note: If the participant research is part of the Faculty Member's own research project, use **FORM 201.1 Research Ethics Application** instead of this course-based application.

If course-based research falls within the **Parameters of Risk** described on this form (page 2), the application will be approved as soon as it is received and complete. The instructing Faculty Member will then be authorized to review the students' projects as long as the research activities fit within the **Parameters of Risk** and does not deviate from the research described in the approved application.

If the course instructor does not know the nature of all of the research activities at the time of the application (for instance, the students have yet to design their research activities), this application should reflect the most likely research activities. Later, when specifics are determined, the instructor should submit the amendments on **FORM 204.1 Request for Amendments** or use **FORM 205.2 Student Research Ethics Application** to communicate the changes to the ECU-REB.

To complete this application, include the following documents and send the package to **ethics@ecuad.ca** or deliver it to the Research Ethics mailbox. **Please do not ask the front desk or security staff to deliver ECU-REB or confidential materials.** A complete application will include:

- Course Syllabus,
- Class Roster (as available),
- Partner Agreements that pertain to the participant research (if available),
- Consent and Media Release Forms that will be used in the research, and
- Any other documents that pertain to the participant research activities.

(ECU-REB Use Only) ► File #:	
Date Received:	Date Reviewed:
Reviewers:	
Status/Date:	

Course Name and Mnemonic (including the sections covered in this application):	
Name of lead applicant (Faculty Member):	
Names of other instructing Faculty Members (instructing other sections that are included in this application):	
Is this a **Renewal** of a previously approved course? If so, provide the previous ECU-REB file number (or course # and year). From here on, you only need to indicate the unapproved **changes** that are anticipated for participant research in this course. If unchanged, the course will be approved upon the receipt of these documents.	
Describe the **Aims of Research** for the research activity within the course. This description should elaborate on (and not repeat) the aims for teaching participant research and the general aims for the research activities that might be described in the course syllabus. (Attach a separate page or file if you require more space.)	

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Describe the planned research **methods** to be used within the course. This description should include the range of methods covered in this course that involve participants. Provide details on the level of supervision provided for the students when implementing these methods with participants (i.e. will the instructor be present or not). Research methods might include: interviews, product testing, observation, participatory design, questionnaires, etc. (Attach a separate page or file if you require more space.)	
Describe the **number of participant research projects** that are anticipated in this course.	#
Will **organizations or companies external to the university** be involved in the participant research activities? If yes, include the names of the partners (if available), or the nature of the anticipated partnerships. Include any formal agreements that are already in place.	

PARAMETERS OF RISK –

Check the following statements that accurately describe the research in this course:

☐ The participant research is **not solely for pedagogical purposes.** In other words there may be external, commercial or faculty-owned research within the classrooms.

☐ The research may involve **other ethics boards** or protocols as a result of partnership with schools, universities, hospitals or health authorities.

☐ The research may involve **deception**. Some of the aims or methods of research may be withheld from the participants during the consent process. (For example, the researchers would like to observe the way passersby interact with an experimental intervention into public space.)

☐ The research may include **minors or those under legal guardianship.**

☐ The research may target **vulnerable groups or isolated communities**.

☐ The research might take place outside of **Emily Carr University premises**.

☐ The research may involve testing of items subject to other **regulation or safety testing**. This may include the testing of invasive or potentially dangerous items with human participants.

☐ The research may exceed **minimal risk**. In other words, the probability and magnitude of possible harms may be greater than those encountered in similar, everyday activities.

The checked categories above require review by the ECU-REB. Instructing Faculty Members are **not** authorized to review student research activities that involve these areas of participant risk.

(If details about any of these risks have not been fully described in this form, feel free to add descriptions on a separate page or file.)

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DECLARATION -
I will ensure that all participant research activities that are administered in this course will meet Emily Carr University standards and any other legislation or professional codes of conduct that may apply. I have read the Emily Carr University Policy and Procedures 5.1 – 5. 2.1.

I have completed the TCPS2: CORE (Course on Research Ethics). I will collect evidence of TCPS2: CORE certification from each student **prior** to his/her involvement in participant research.

I will inform the ECU-REB of any changes to participant research in this course or any incidents relating to the participant research covered by this application in a timely manner.

At the completion of the course-based participant research, I will submit the following documents to the ECU-REB office for secure storage:

- The signed **FORM 205.3 Course-Based Research Completion;**
- Evidence of the students' TCPS2:CORE completion;
- All of the recruitment materials, consent forms and media release forms that were used (OR a statement indicating its secure location at the university);
- Any data that requires 5-year storage, OR a statement indicating its secure location at the university.

Signature (Faculty Member)	Date
Signature (Faculty Member)	Date
Signature (Faculty Member)	Date