



**Office of Director of Research**  
EMILY CARR UNIVERSITY RESEARCH ETHICS BOARD (ECU-REB)

**FORM 205.3 Completion Form (course-based research)**

In order to close this ECU-REB file, complete and sign this form at the conclusion of the course. Return the original signed copy (or an electronically scanned version) to the Research Ethics mail box or to [ethics@ecuad.ca](mailto:ethics@ecuad.ca). Include the following documents, or a description of the secured storage location for:

- Signed consent forms and media release forms;
- Identifiable data from the participants;
- Any other documents that have not yet been submitted to the ECU-REB (this may include modified recruitment materials, partnership agreements, correspondence or reports concerning adverse incidents).

If the materials do not fit inside the Research Ethics mailbox, make arrangements with the Research Ethics Board Coordinator for in-person delivery of the materials. **Please do not ask the front desk or security staff to deliver confidential materials.**

Name of Applicant (Faculty Member):	
Name of Co-Applicant (Faculty Member):	
Name of Co-Applicant (Faculty Member):	
Name of Co-Applicant (Faculty Member):	
Course Information (Course Mnemonic, Name and Sections):	
ECU-REB File Number:	
Date Research Approved by ECU-REB:	
Have there been changes to the way participant research is taught, administered and supervised since the original ECU-REB application? If yes: <ul style="list-style-type: none"> <li>- Provided detailed description in a separate document or complete a new ECU-REB application.</li> </ul>	
Have there been <b>incidences of adverse reaction</b> , harm or complaints from previous participants? If yes: <ul style="list-style-type: none"> <li>- Provide a detailed description of the incidents in a separate document, and</li> <li>- Provide a detailed description of the steps taken to deal with the incident on a separate document.</li> </ul>	
Signature (Faculty Member)	Date