

Research Ethics in Courses: Applications, Approvals, and Other Information



RESEARCH + INDUSTRY OFFICE



Welcome to the online portal for research ethics review applications, including research in courses, at Emily Carr University.

Before you begin to fill out an application, **please note:**

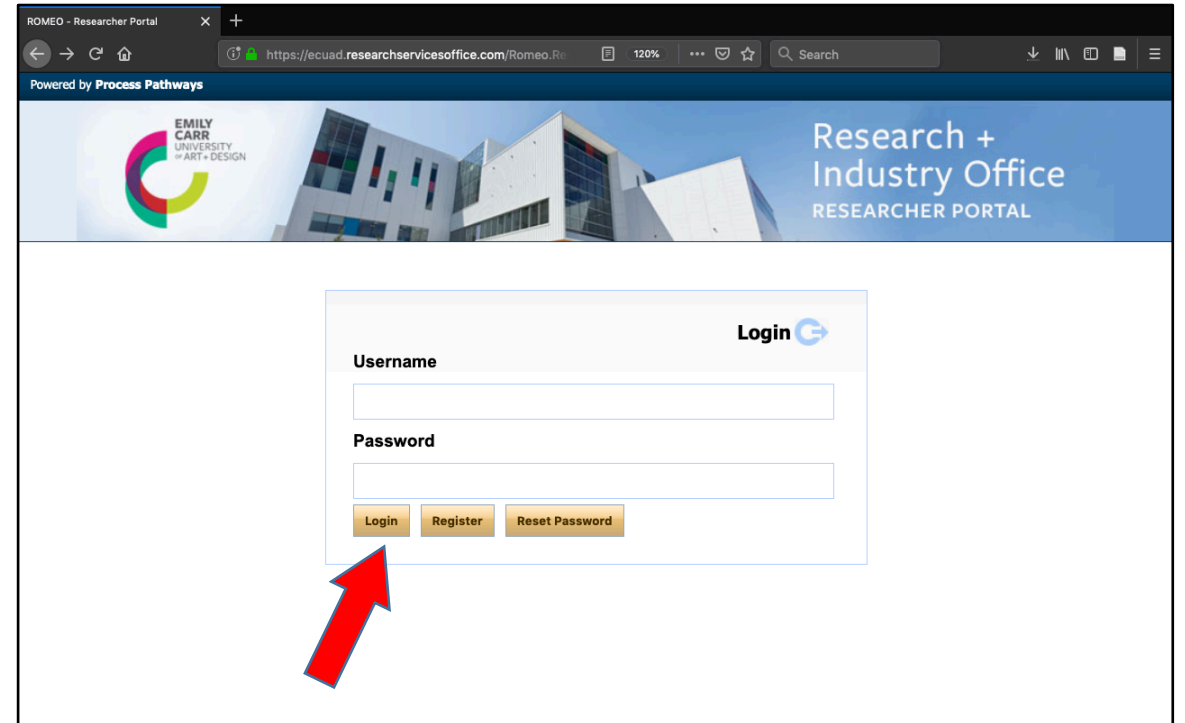
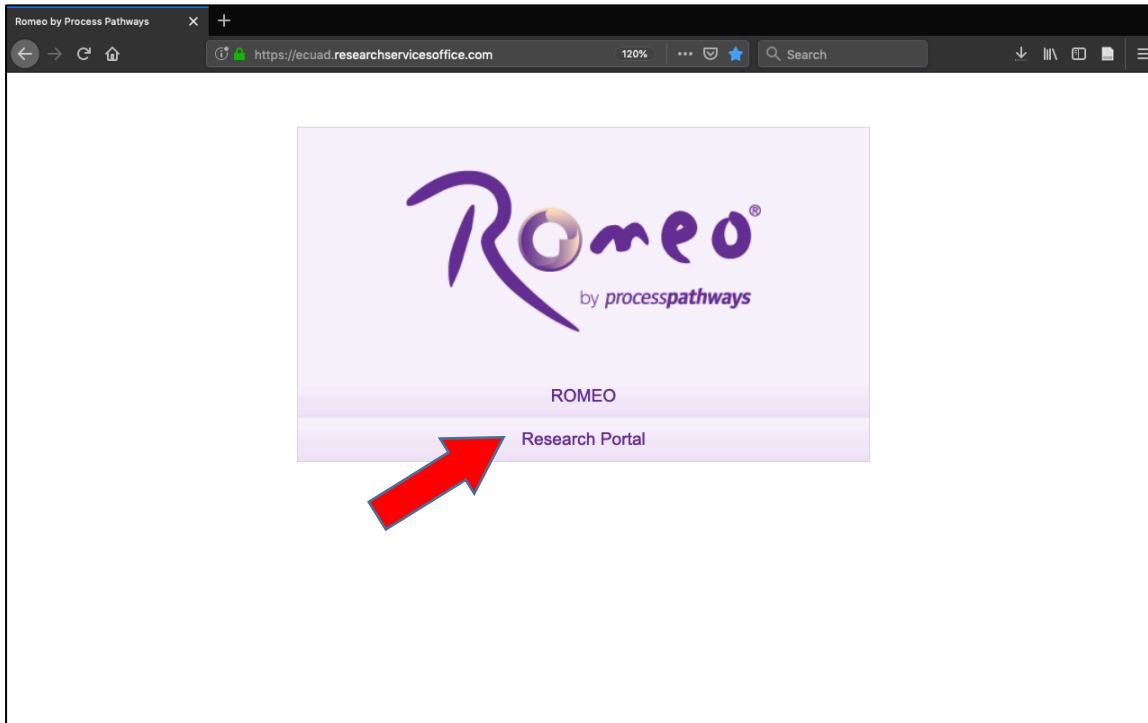
- Applications can be “**cloned**” for future renewals. In other words, for courses that repeat or continue from one semester to another, cloning saves you from repeating the entire process. A cloned application can be revised to reflect changes (such as the course mnemonic or instructors’ names). See more details about cloning on page 14.
- Most research involving human participants needs research ethics review, but check the **exemptions** listed on the next page to make sure an application is required.

Exemptions from Research Ethics Review at Emily Carr University

1.	<p>Activities outside of a TCPS2 definition of “research” are exempt from research ethics review. The Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans (TCPS2) defines “research” as “an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation. The term ‘disciplined inquiry’ refers to an inquiry that is conducted with the expectation that the method, results, and conclusions will be able to withstand the scrutiny of the relevant research community” (Article 2.1). Note: the TCPS2 expects the research activities for “theses or equivalent research projects involving human participants” to have research ethics review even though they may not quite meet the standards of this definition of research (Article 6.12).</p>
2.	<p>When organizations take up quality assurance and quality improvement studies, these are exempt from research ethics review when the activities are used exclusively for the organization’s internal assessment, management or improvement purposes; AND, when they are not considered academic research.</p>
3.	<p>Materials or data that are already legally accessible to researchers and appropriately protected by law are exempt from research ethics review. This includes secondary use of anonymous data or previously published data or findings that are legally accessible to the researcher.</p>
4.	<p>Observing people in public is exempt from research ethics review when it does not include an intervention staged by the researcher; AND, when the targeted observation does not violate a reasonable expectation of privacy for that site; AND, when the dissemination of the research will not enable the identification of individuals.</p>
5.	<p>Research conducted by university employees or students, outside of their university roles, is exempt from university research ethics review. These activities must not include the researchers’ university titles, the university name, the facilities, students, staff, or any communication that might indicate university support of the research.</p>
6.	<p>Initial exploratory research activities are exempt from research ethics review when the activities (including interviews or observations, for example) are needed to determine the feasibility of research, establish partnerships, or to design a research proposal. Results from this phase of research should not be included in the research data or outcomes without research ethics approval.</p>
7.	<p>Creative practice activities are exempt when the activities do not “obtain responses from participants that will be analyzed to answer a research question” (TCPS2, Article 2.6). The TCPS2 definition of “research” (item 1) should be consulted to determine if the activities qualify for the creative practice exemption.</p>

1. To begin the research ethics process sign in to the Researcher Portal

- Open the Researcher Portal here, <https://ecuad.researchservicesoffice.com/>
- Use your ecuad.ca email to login.
- If you are a first time user, follow the registration instructions listed here, <https://www.connect.ecuad.ca/research/reb/applications>



2. Open a Course-based Research Ethics Application

- Click on the “APPLY NEW” tab (on the right)
- In the next window, select “**Application for Human Research Ethics: Course-Based Research**”

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Role: Principal Investigator

Applications: Drafts	(1)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(0)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)

Role: Project Team Member

Applications: Drafts	(1)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(0)

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New Application Forms

Office of Research Ethics

Application Name	Description	Status
Application for Human Research Ethics - REVISED 2017	Please use this revised application form for any research project that involves human participants	Open
Application for Human Research Ethics: Course-Based Research		Open
Multi-Jurisdictional Application for Human Research Ethics	Please use this application form only if your project already has approved certification by an external Research Ethics Board that complies with the TCPS2 (2014)	Open

Office of Research Services

Application Name	Description	Status
Emily Carr University Internal Research Grants Application		Open

3. Complete the "Project Info" Tab

- Put the full Course mnemonic (including sections numbers) and course title (as written on the syllabus) in the "Title" box.
- Enter the start and end dates for the course.
- (Keywords are optional.)
- If there is research funding for the research in the course, search and select the project in the "Related Awards" section.

The screenshot shows a web application interface for an application form. At the top, it says "Powered by Process Pathways" and "Welcome: Lois Klassen". The application reference number is "1557" and the form is titled "Application Form: Application for Human Research Ethics: Course-Based Research". There are buttons for "Save", "Close", "Print", "Export to Word", "Export to PDF", "Submit", and "Withdraw". The "Project Info" tab is selected, and it contains a "Title *" field, "Start Date:" and "End Date:" fields with calendar icons, a "Keywords:" dropdown menu with an "Add" button, and a "Clear all" button. The "Related Awards" section is partially visible at the bottom. Three red arrows point to the "Title *" field, the "Start Date:" and "End Date:" fields, and the "Related Awards" section.

4. Complete the “Project Team Info” tab

- Choose one of the instructors or administrators to lead the application as “Principal Investigator” and enter their name. (The named PI will need to submit the application when it is complete, but other applicants can complete and save changes prior to submission.)

- Include **all of the instructors** in the “Other Project Member Info” section. If non-regular faculty members are applicants but have not yet registered as ROMEO users, they will need to register following instructions in Step 1. (Additional instructors can be added after submission by emailing ethics@ecuad.ca.)

The screenshot shows the 'Project Team Info' tab in an application form. The 'Principal Investigator' section is highlighted with a red arrow pointing to the 'Refresh' button. The 'Other Project Member Info' section is also highlighted with a red arrow pointing to the 'Add New' button.

Principal Investigator
Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. In this section, be sure to reload your researcher profile data after the Project Team Info section below.

Change PI Refresh

Prefix: Ms. Last Name*: Klassen

Affiliation*: Other Research Centres

Rank: Institution: Emily Carr University of J.

Phone1: Email*: sklassen@ecuad.ca Phone2: Fax: Alternate Address:

Primary Address: Preferred Address: Primary Address Alternate Address Country: Canada

Comments:

Other Project Member Info:
Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

Add New ?

Last Name	First Name
No records to display.	

5. Answer the questions in the “Application for Human Research Ethics: Course-Based Research” Tab and Sub-tabs. Useful hints and instructions are available in the information windows next to each question.

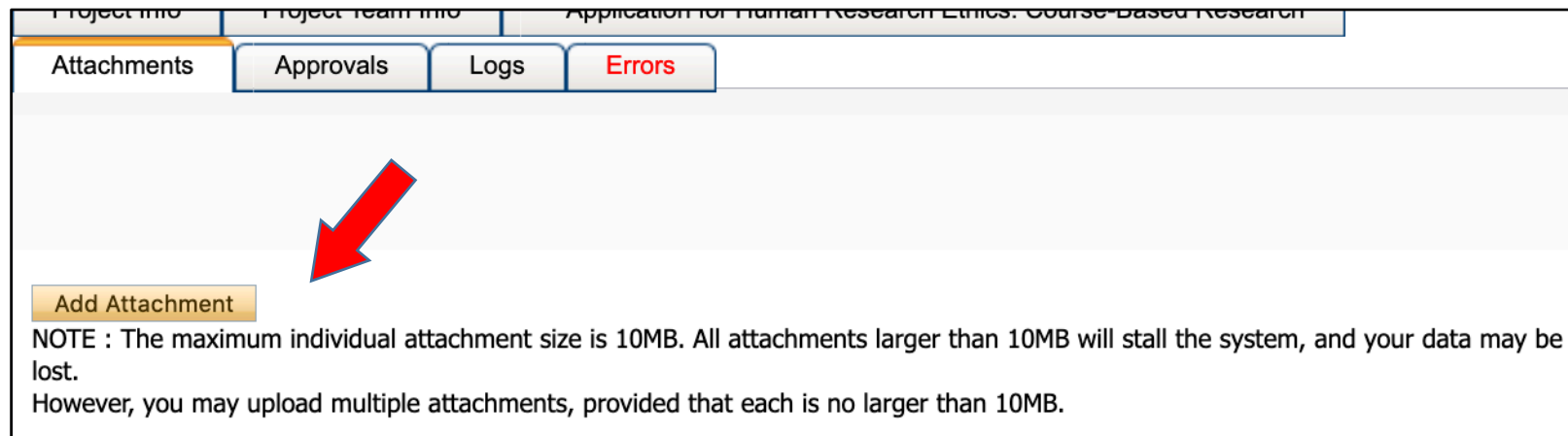
The screenshot displays a web-based application interface for human research ethics. At the top left, it shows 'Application Ref No: 1558'. At the top right, it identifies the form as 'Application Form: Application for Human Research Ethics: Course-Based Research'. Below this, there is a row of action buttons: Save, Close, Print, Export to Word, Export to PDF, Submit, and Withdraw. A horizontal menu contains several tabs: '* Project Info', 'Project Team Info', '* Application for Human Research Ethics: Course-Based Research' (which is highlighted with an orange bar), 'Attachments', 'Approvals', 'Logs', and 'Errors' (in red). Below the menu, there are two rows of sub-tab buttons. The first row includes '* Research Ethics Details' (highlighted with an orange bar), '* Risk & Review', and '* Summary of Proposed Research'. The second row includes '* Research Participants and Recruitment', '* Risk vs Benefit', '* Consent', and '* Confidentiality and Security'. A final row contains a single sub-tab '* Monitoring'. The main content area below these tabs is currently empty.

6. Using the Attachments tab upload:

- Course Syllabus *[Mandatory – the application will not be reviewed without this]*
- * TCPS2:CORE certificates for all of the instructors
- * Class Roster
- * The consent and recruitment materials that will be used
- * Researcher tools like the interview guide or focus group questions

And, any other documents that support the participant research.

* If course instructors or class rosters are not yet available, the * items can be submitted as revisions later.



7. Use the yellow “submit” button to complete the application process.

Application Ref No: 1558

Application Form: Application for Human Research Ethics: Course-Based Research

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info * Application for Human Research Ethics: Course-Based Research

Attachments Approvals Logs Errors

* Research Ethics Details * Risk & Review * Summary of Proposed Research

* Research Participants and Recruitment * Risk vs Benefit * Consent * Confidentiality and Security

* Monitoring

8. Post-Submission Information

- Your REB application will be read for completeness by the REB Coordinator who will contact you if there are more documents or changes required prior to the review.
- Course-based applications that present “no more than minimal risk” (Level 2 or 3 described on Risk & Review tab) are reviewed by one member of the ECU-REB.
- Applications that present “more than minimal risk” (Level 4) will be reviewed by the full board. The REB Coordinator will inform the applicant if full board review is required and the schedule of that review.

9. Post-Approval Information

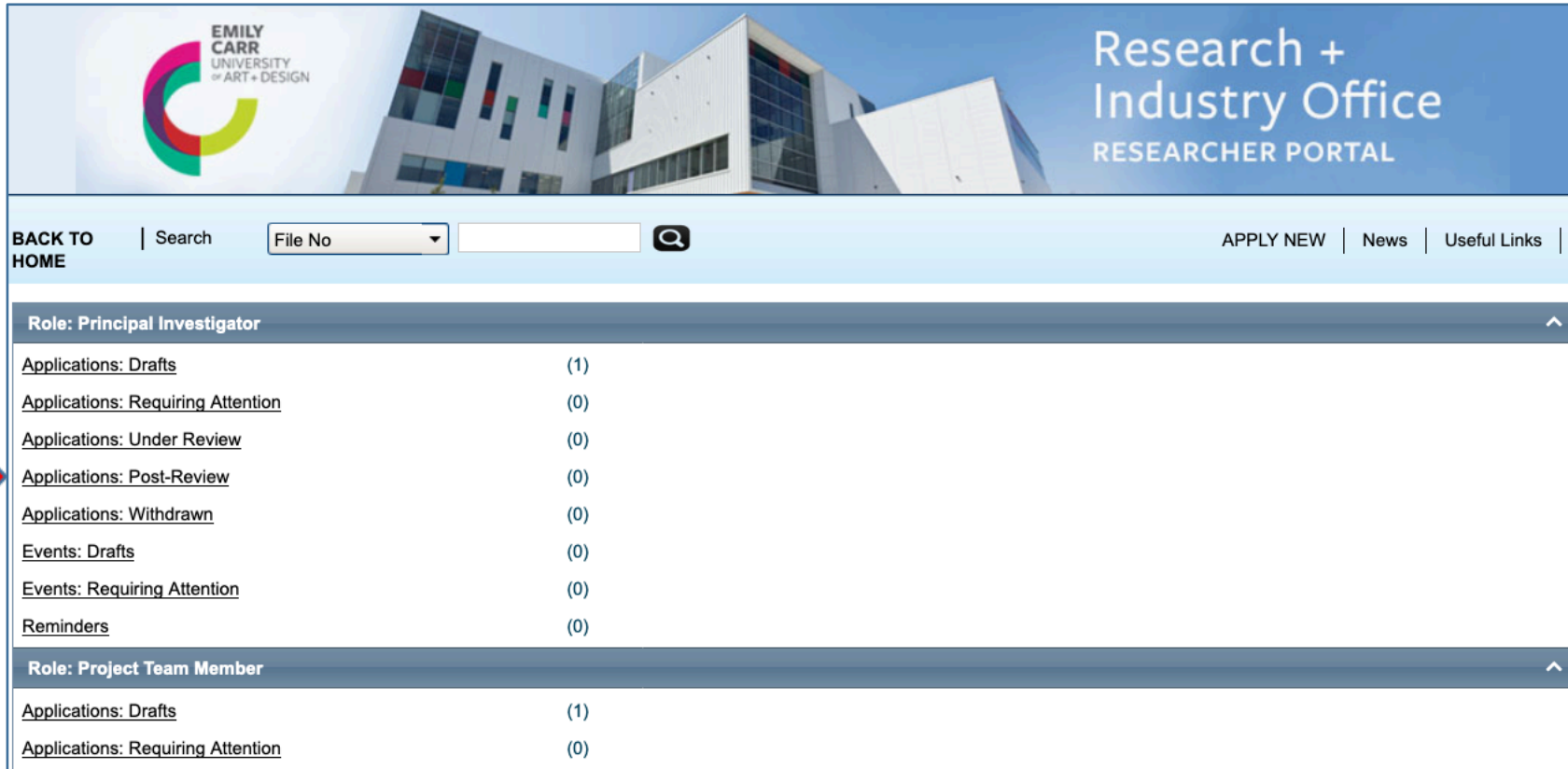
- In most cases, the ECU-REB will delegate the instructors as post-approval reviewer of student research projects that fit within “Level 2 - Low Risk”. This includes **only** the following:

1.	The research activities that do not require approval from other research ethics boards or protocols.
2.	The activities in which the research participants are not legally declared minors or under legal guardianship.
3.	The participant research activities that take place on the premises of Emily Carr University.
4.	The participant research methods that do not require other regulation or safety testing.
5.	The activities in which the research participants (individuals, groups, or populations) are not in circumstances that make them vulnerable in the context of research.
6.	The research methods that do not involve deception of the participants.
7.	The participant research activities that do not present more than minimal risk to participants. (The probability and magnitude of possible social, emotional, and physical harms to participants is not greater than those encountered in similar, everyday activities.)

- All other student projects that involve participants must be approved separately using the “Application for Human Research Ethics” (with instructor listed as PI and student/s listed as CoI’s).

10. Post-Approval Info (continued)

- All post-approval changes (including adverse incidents related to the research) need to be reviewed by the research ethics board.
- To request approval of changes or report incidents, find the application in the “Post-Review” category and open the approved application and complete an “Event” form.



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Role: Project Team Member

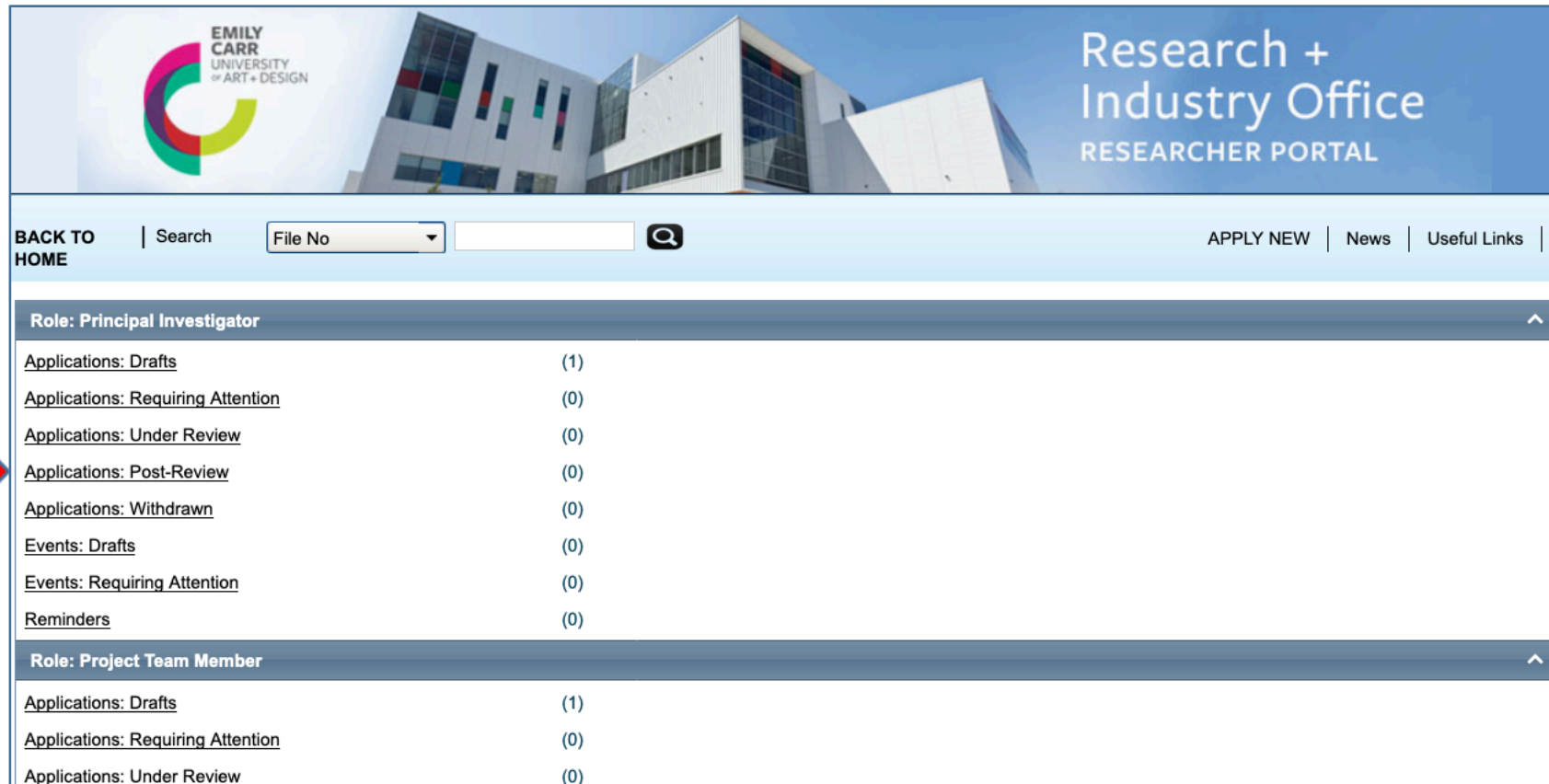
Applications: Drafts	(1)
Applications: Requiring Attention	(0)

11. Closure

At the conclusion of the approved course, you must report on:

- the number of participants that were part of the research activities,
- Any unreported adverse incidents.

Complete the closure event form here.



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More Information about Research Ethics in Courses at Emily Carr University

- **Classroom Workshops** - Custom-designed workshops on research ethics principles, standards in design research, consent processes, and application processes are available upon request.
- **Consultation** - Feedback on research ethics applications from the REB Coordinator are available for students and instructors upon request. Undergraduate student researchers must identify their course and instructor prior to REB consultation sessions. (If the instructor is not present at consultation sessions, information that is provided to the student will be communicated to the instructor by email immediately following the consultation.)



▼ To: Research Ethics Board <ethics@ecuad.ca>

To **CLONE & REVISE** a previously approved or draft “Application for Human Research Ethics: Course-Based Research”

- Return to the Home Page and select the file you wish to clone.
- Once the file is visible, select clone.
- Select all of the options in the pop-up window (Project Info, Project Team Info, Common Questions, Attachments), and “clone”.
- The cloned file will then appear on your home page. It can be modified (edited) and then resubmitted as a new application.

Powered by Process Pathways | Product Info

Welcome: Lois Klassen | Home | My Profile | Contact Us | Help | Logout

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Role: Principal Investigator

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Role: Project Team Member

- Applications: Drafts (1)
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- Applications: Post-Review (0)

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File No	Project Title	Principal Investigator	Application Type	Status Snapshot
Ref No : 1558		Ms. Lois Klassen (Other Research Centres)	Application for Human Research Ethics: Course-Based Research (Certification\Human Ethics)	Project Status: Pending Workflow Status: Pending Last Saved: 2019/04/04
		Ms. Lois Klassen (Other Research Centres)	Application for Human Research Ethics: Course-Based Research (Certification\Human Ethics)	Project Status: Pending

Application Form Clone

Please select below the tabs that you want to clone

- Project Info
- Project Team Info
- Common Questions
- Attachments

Clone Cancel

Good Luck with your Course!