# Course-Based Student Research Involving Humans Ethics Application

**General Instructions:**

* Please type your answers.
* Answer all questions (enter n/a when not applicable).
* You must not recruit participants or begin any research until your application has been approved.

**FOIP Notification:**

The personal information requested on this form is collected and protected under the authority of the [Alberta Freedom of Information and Protection of Privacy](https://www.servicealberta.ca/foip/legislation/foip-act.cfm) (FOIP) Act. It will be used for the purpose of processing your research ethics application and for uses consistent with this purpose.

1. **Student name and s number:**
2. **Course code, name, section, and semester:**
3. **Course Instructor/s name/s:**
4. **Please answer the following questions to determine whether your research is appropriate for course based. *NOTE: Checkmarks in the YES column may mean your proposal requires revision to ensure it meets the criteria for course-based research.***

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Will the proposed research cause more than ‘minimal risk’\* to the participants? |  |  |
| Will the proposed research involve vulnerable populations\*\*? |  |  |
| Will the proposed research involve First Nations, Inuit, and Métis people? |  |  |
| Will the proposed research use deception (i.e., participants will be unaware of the true purpose of the research)? |  |  |
| Will the proposed research directly extend the course instructor’s research? |  |  |
| Will the proposed research collect biomedical samples? |  |  |
| Will the proposed research involve physically invasive contact with participants? |  |  |
| Will you collect participants’ personal identifiers (name, phone #, address, etc.)?  |  |  |
| Will you publish or disseminate research findings outside of Lethbridge College? |  |  |
| Will the proposed research involve a real or apparent conflict of interest? |  |  |
| Will you use data previously collected from human participants for any purpose other than originally intended? |  |  |
| Will a power imbalance exist between you and the intended research participants? |  |  |
| Will you force participants to answer all interview questions without allowing them to opt-out of any questions that they find intimate or sensitive? |  |  |
| Will your research involve participants engaged in illegal activities? |  |  |

*\* ‘Research in which the probability and magnitude of possible harms implied by participation in the research are no greater than those encountered by participants in those aspects of their everyday life that relate to the research’ (TCPS2, 2018, p. 198).*

*\*\** *‘A diminished ability to fully safeguard one’s own interests in the context of a specific research project. This may be caused by limited decision-making capacity or limited access to social goods, such as rights, opportunities and power. Individuals or groups may experience vulnerability to different degrees and at different times, depending on their circumstances’ (TCPS2, 2018, p. 202).*

1. **Details of the Research:**
	1. Title:
	2. Background, literature review, research objectives, and procedure: (max of 350 words):
	3. Details of participants:
		1. Age:
		2. Gender:
		3. The number of participants:
		4. Within or outside the college:

***Note:*** *If you recruit participants from outside institutions/organizations, you must obtain additional ethical approval from those institutions/organizations.*

* + 1. How do you intend to recruit study participants?

(Attach proposed advertisement letter/poster/e-mail/social media post in the attachments section).

* + 1. Attach a copy of the informed consent form (a sample form is available here: <https://lethbridgecollege.ca/document-centre/forms/applied-research/informed-consent-template>)
	1. When and where:
		1. When do you plan to conduct surveys/interviews/focus group meetings?
		2. How long is an individual survey/interview/focus group meeting?
		3. Do you plan to record the interviews (audio, visual, or both)?
		4. How do you plan to collect data (online or face-to-face)?
		5. If face to face, identify the location/s.
	2. Please attach the list of interview questions and or survey questionnaire in the attachments section:
1. **Required Attachments:**
	1. Proposed advertisement letter/poster/e-mail/social media post
	2. Proposed informed consent form
	3. Proposed interview questions and or survey questionnaire
	4. Any other relevant documents
2. **Certification:**

I will follow the TCPS2 (2018) Ethical Conduct for Research Involving Human Participants, TCPS2 CORE-2022, and all relevant Lethbridge College guidelines when conducting this research.

The information included in this application is true, to the best of my knowledge, and I have not knowingly omitted any information from this application that is relevant to reviewing/receiving research ethics.

I acknowledge my responsibility to immediately report any significant changes in the project and to obtain written approval for those changes, as required by the College policies, procedures, and guidelines, prior to implementing those changes. I further acknowledge my responsibility to immediately report any adverse findings or concerning outcomes.

At the end of the research (or end of the semester), all files, whether paper or electronic (CDs, memory drives, PCs, laptops, and/or file servers, etc.), must be permanently destroyed/deleted in accordance with the Lethbridge College Records Management Policy.

Submission of this application and supporting documentation online or in paper format indicates compliance with the foregoing statements.

Name and date (online): ……………………………………………………………

Signature and date (paper form): ……………………………………………………………