**COURSE-BASED ETHICS APPLICATION FOR INSTRUCTORS**

**Faculty of Arts Research Ethics Committee**

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| **Name:** Click or tap here to enter text. |
| **Department/Faculty:** Click or tap here to enter text. |
| **E-mail Address:** Click or tap here to enter text. | **Telephone:** Click or tap here to enter text. |
| **Supervisor’s name and email address (if applicable):** Click or tap here to enter text. |
| **Other participants: If another person is involved in the project, please provide their name, department, contact details. Use an attachment, if necessary:** Click or tap here to enter text. |
| **Exact title of the project (and course name if applicable):** Click or tap here to enter text. |

Please attach the following to your application as separate documents:

1. Your course outline
2. Descriptions of all assignments potentially involving research with human participants
3. Copy of the completed TCPS2 Core Tutorial

If you are providing the following guides to students, please attach them as well:

* Recruitment notices/scripts
* Interview or survey questions
* Customized consent forms

**Note: The information in these appendices does not replace your answers to the questions below. They enable the Committee to review how you plan to communicate to your students about the ethics of their research.**

The following statement should appear on the attached course outline (required attachment A). If it does not, this kind of statement should be included on the official research assignment description(s) given to students (required attachment B).

*Research Ethics*

*The course (or assignment) has obtained course-based ethics approval from the Faculty of Arts Research Ethics Committee. Whenever you perform research with human participants (e.g. surveys, interviews, observation) as part of your university studies, you are required to follow university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research.*

1. Please describe how you will educate students about research ethics regulations and requirements (e.g. class discussion of a certain ethics guidelines document, a proposal assignment requiring students to customize their own consent form, class presentations, readings, other types of exercises).

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1. Please describe what research methods will be used and the range of topics. Will all students have the same or similar research topics, methods, or participants? Will there be a choice of two or three research methods, and if so, which ones? If there will be a variety of project topics and methods, what common features will they share?

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***QUESTIONS 3-8 BELOW:*** *you may limit students’ choice of methods in any or all of the following questions by answering them specifically. You may also give students freedom of choice in any of the following areas, but if you so, please try to answer these questions with examples of hypothetical situations that may arise in your students’ research, or a range of possibilities you would expect.*

1. Please list the potential types of participants (e.g. fellow students, members of the public, workers at an organization), and describe the range of methods by which they will be recruited. Include as much information as possible about the mechanism of recruitment (e.g. posters, email messages), methods of recruitment (e.g. snowball sampling methods), and recruitment message content.

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1. Please describe the methods and procedures to be used with particular emphasis on the perspective and experience of research participants and any others potentially affected by the research. Provide as much detail as necessary to enable consideration of risks to participants.

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1. Please describe the potential risk to participants. Then describe the measures that will be taken to minimize risks. If participant confidentiality and anonymity are among the methods used to minimize risk, describe these measures in response to question #7.

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1. Informed consent:
2. Could some participants be in a situation or power relationship in which they feel coerced to participate? Could some research situations limit participants’’ ability to carefully assess the risks and expectations? If so, what will be done to ensure participants are freely and fully informed before participation?

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1. How will participants be asked to demonstrate their informed consent? (e.g. by signing a consent form, by completing a survey following the research information, by replying to an emailed consent form, by a verbal response to research information read out loud, etc.)

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1. After participation, how will participants be given continued access to the full consent information in order to withdraw the data, ask a questions, or complain about ethical problems with the research?

**Note: Even if participants will not be signing a consent form, we strongly recommend that students use the UCalgary consent form template available** [**here**](http://www.ucalgary.ca/research/researchers/ethics-compliance/cfreb)**. Please ensure consent documents name and identify the researchers as undergraduate students in a course in Faculty of Arts. Please also include your name and contact information as the instructor.**

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1. Will confidentiality and/or anonymity of participants be guarantee? if so, describe how.

**Note: There may be situations in which participants complete anonymity might be impossible to ensure (e.g. small sample size, other focus group members, video made public), or participants wish to be cited by name.**

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1. Data access, storage, withdrawal, destruction.
2. Who will have access to the raw data?

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1. Where will the raw data be stored securely?

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1. How, and *until when*, can data be withdrawn by a participant?

**Participants’’ data withdrawal deadline should be set at a reasonable time before the assignment deadline. Some situations may make it difficult or impossible to withdraw after the data is initially gathered (e.g. international research, some online surveys).**

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**Data retention and destruction:**

**Note that all students of the Faculty of Arts are required to turn over their raw data to the instructor who is responsible for destroying information. Data collected under a course-based ethics certificate cannot be used for any purpose other than meeting course requirements. Upon completion of the course, *the data must be destroyed.* Scholarly dissemination of student course data and information is not permitted.**

1. What form(s) will the research report take (e.g. term paper, oral presentation, and potential future conference presentation)? Who will have access to the report(s) (e.g. only the instructor, all students in the class, posted publicly on the website)?

**Note: “Secondary use of data is against ethics policy. Researchers will need to contact participants again to obtain their consent if they wish to expand their use of data beyond the terms of participants’’ initial consent. Therefore, please ensure that participants have consented to all potential future uses of the data. In consent forms or research information statements, list the potential research report types and, if necessary, their audience types (e.g. public website, a term paper in a specific course, a report to university administrators, an academic conference presentation, a documentary film, a magazine article).**

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