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

EMILY CARR
UNIVERSITY
OF ART + DESIGN

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.	**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).
2.	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.
3.	**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.
4.	**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.
5.	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.
6.	**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.
7.	**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.

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
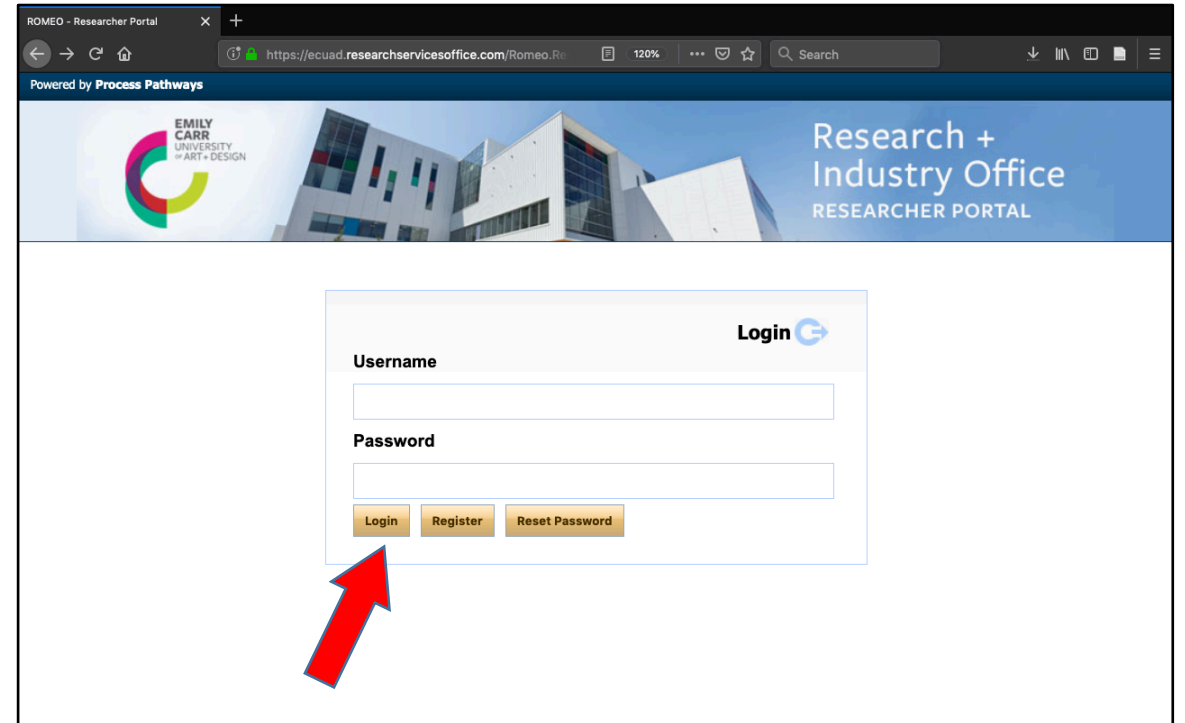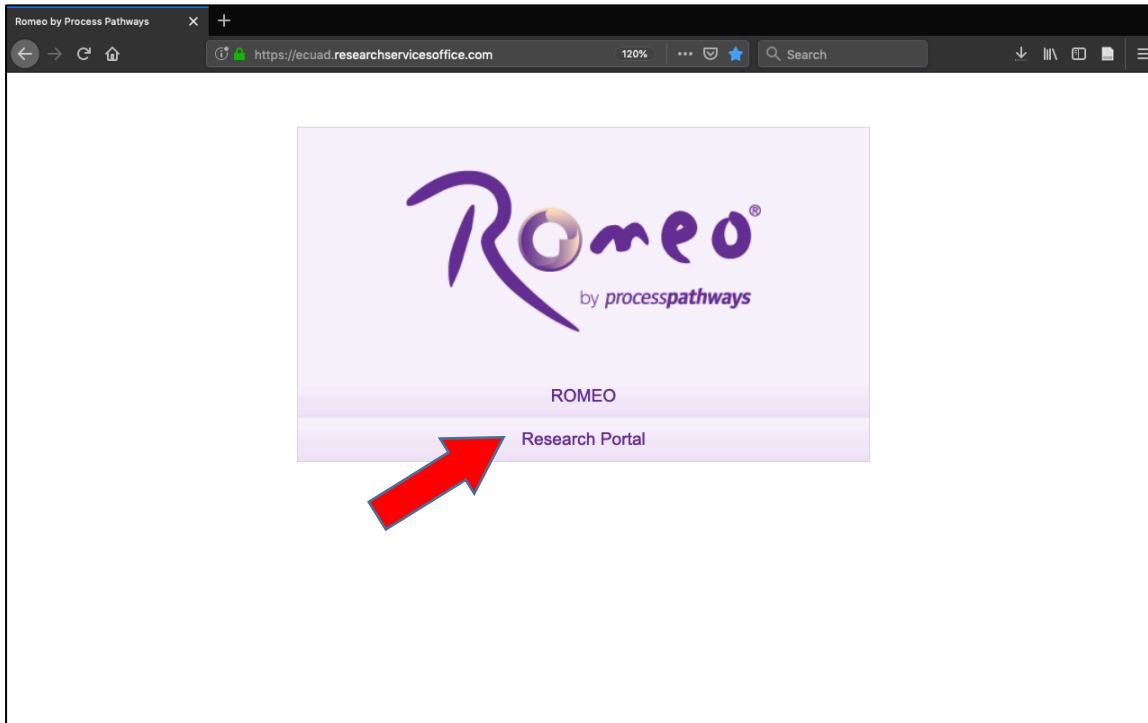
2. Open a Course-based Research Ethics Application

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

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.

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.)

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.

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.
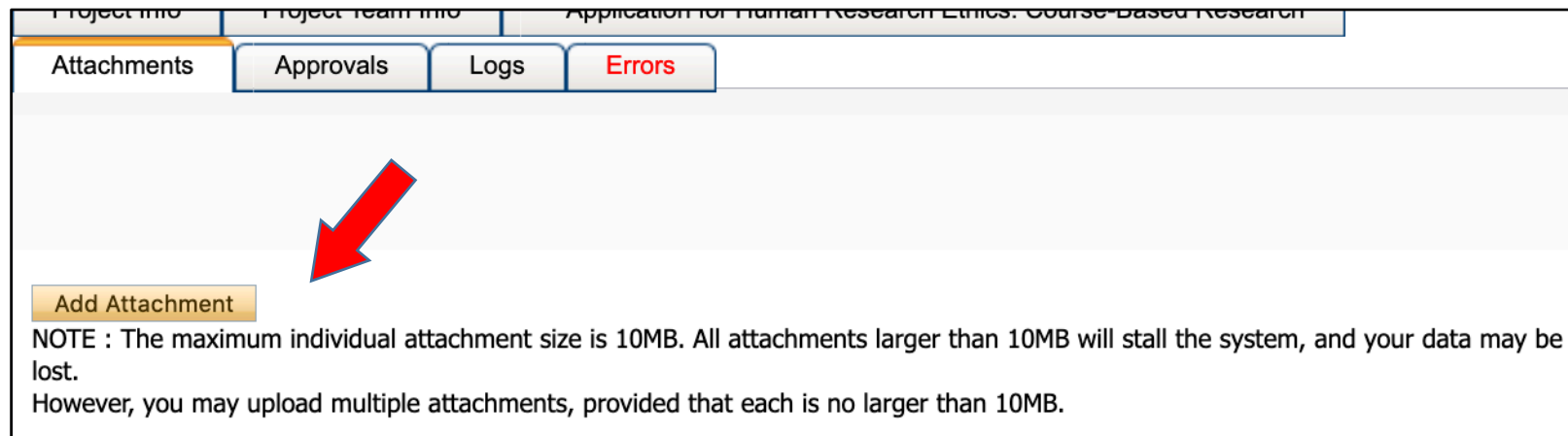
7. Use the yellow "submit" button to complete the application process.

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.
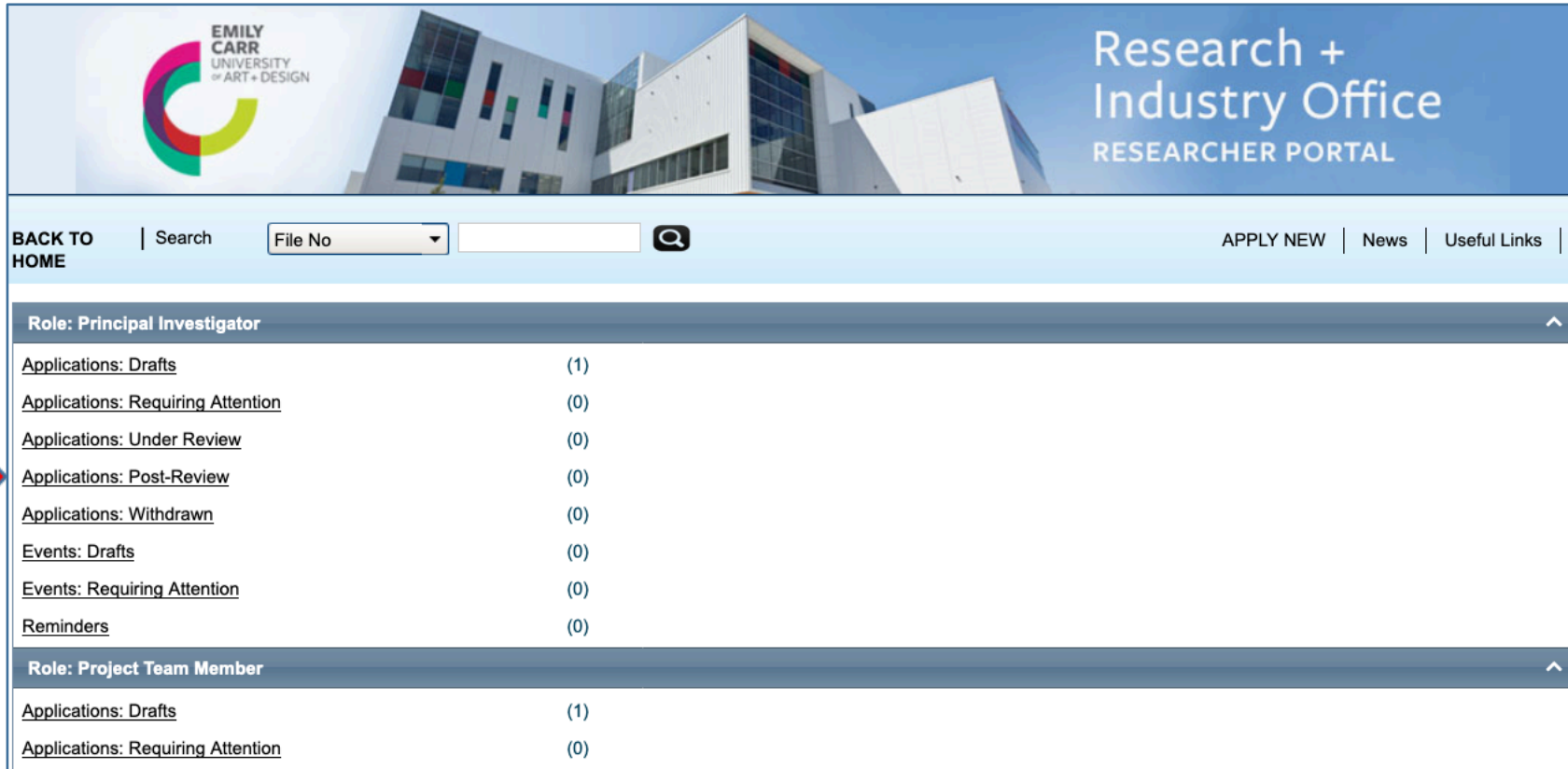
9. Post-Approval Information

- 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.
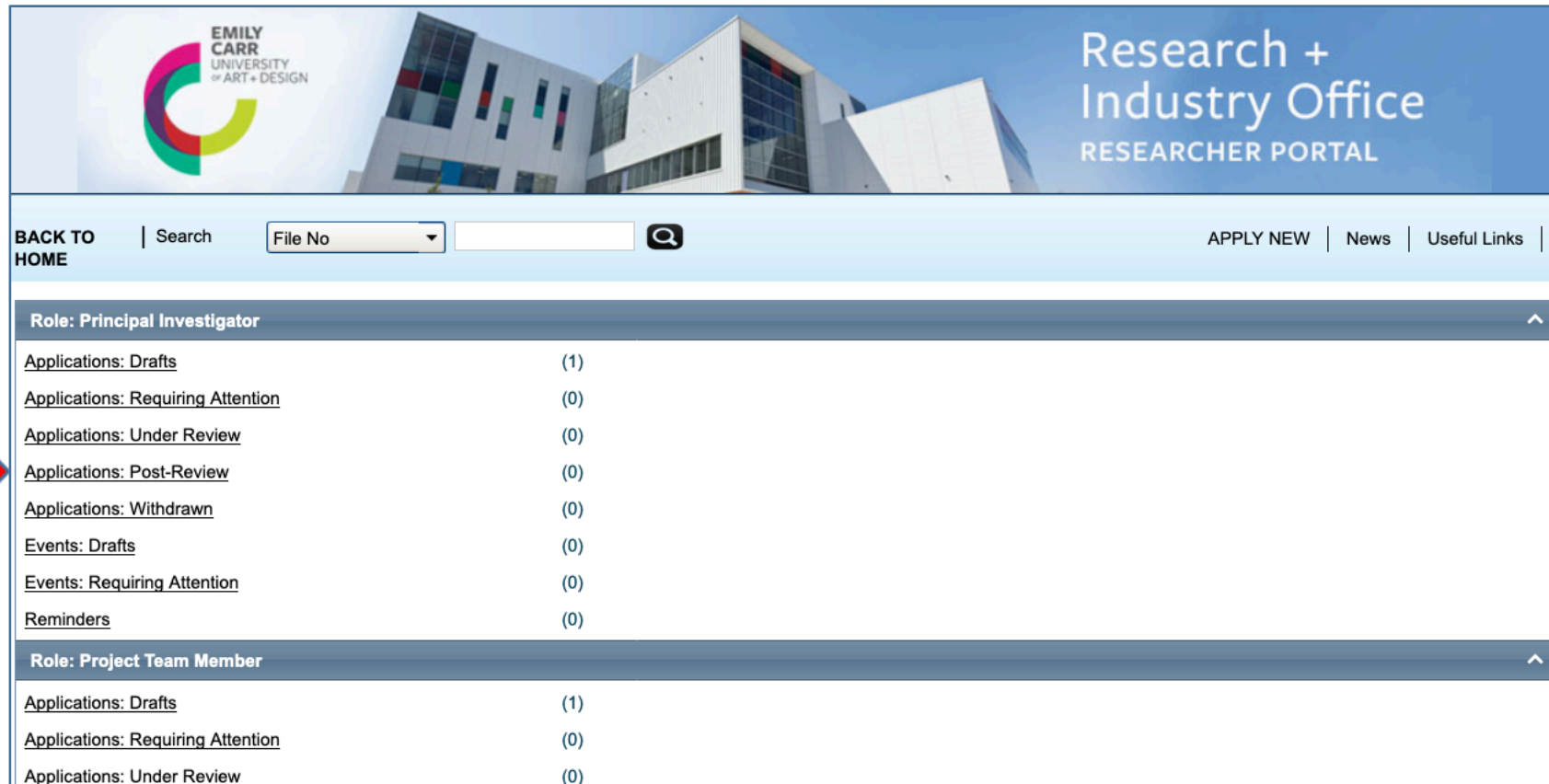
11. Closure

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.

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.

Good Luck with your Course!