**Course-Based Research Activities Application**

1. **General Information**

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| --- | --- |
| Course Number and Title: |  |
| Semester(s) Offered:1 |  |
| Anticipated Enrollment: |  |
| Instructor Name:2 |  |
| Department: |  |
| Email: |  |
| Phone: |  |
| Other Instructor Names (if applicable): |  |

1. **Study Information**
2. Briefly describe the assignment, including the purpose of the assignment.3

1. Describe the location of the research.

1. Describe the subjects/participants who will be recruited for this study including the total expected number of subjects/participants, age, gender, or any other relevant considerations used by the class for including subjects/participants in the research.

1. Describe the methods and procedures that will be used for recruitment and data collection. What will participants be asked to do in the research study? Attach any test instruments, questionnaires, posters, email text, etc. that will be used, as well as assignments guidelines for students if they are determining their own methods and procedures.

1. Will compensation be provided to participants? If so, please explain.

1. Identify possible benefits and risks to participants.4

1. Explain how participant consent will be obtained.

1. Explain how confidentiality and anonymity will be maintained, including what personal information will be collected, how it will be stored, who will have access to it, and how long it will be retained for.

1. Describe research and ethics training provided to students prior to commencing projects. It is required for the instructor and recommended for students to complete the most recent TCPS CORE training before conducting research (<https://tcps2core.ca/welcome>).

1. **Submission**

Submission must include:

Completed application form

Any materials described in Question 4

Proof of TCPS CORE training for instructor(s)

Student Signature Form

Send applications to [ethics@nwpolytech.ca](mailto:ethics@nwpolytech.ca)

1. **Notes**
2. This approval is valid for 3 years unless otherwise indicated. Include typical semester(s) offered and forward the completed student signature page to the REB each semester. Approval is granted on an assignment-by-assignment basis. If multiple assignments involving human subjects are assigned for a single class, please fill out separate forms for each.
3. If more than one instructor is teaching the course, choose one to be the main contact and list other instructors’ names below. Include contact information for the instructor teaching the section on the Student Signature Form.
4. Changes to assignment guidelines require an approved Change Form. Substantial changes may require a new application to be submitted.
5. If the research does not qualify as minimal risk, a full ethics application is required. *Minimal risk is defined by TCPS 2 article 6.12 as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by the participant in those aspects of their everyday life that relate to the research.*