



REB application form for course-based review

VCC Research
1155 East Broadway, Vancouver, B.C. V5T 4V5
email: REBsupport@vcc.ca
vcc.ca/research

This application allows instructors to apply for a Research Ethics Board (REB) Course-Based Review. Such a review is required when an instructor requires research for pedagogical purposes, whereby students will engage with human participants.

For guidance on applying for course-based student research involving human participants, please first see "REB Guidelines for Course-Based Review" and contact the REB at REBsupport@vcc.ca if you have further questions.

Application submission

To apply for REB approval for Course-Based Student Research Involving Human Participants, please submit this application form with the following documents attached to REBsupport@vcc.ca:

- Current course syllabus or course outline;
- Student research assignment;
- Template recruitment and consent instruments relevant to the research methods proposed;
- This form (REB Application for Course-Based Review); and
- TCPS2 CORE Certificate of Completion of the course instructor(s).

1. Course instructor(s)

Name of course instructor (principal investigator)	Department	Email

Name of additional instructors (co-investigators)	Department and faculty	Email

2. Course information

Course name	Course #	
Approval period start (term)*	Frequency of offering per year	Expected # of students per offering

* Approval is for 2-years

3. Research overview

3.1 Describe how the student research component supports the learning objectives of the course.

3.2 What topics/subject matter would be explored?

3.3 What methods of data collection would be utilized by students?

4. Research site(s)

4.1 Online or in-person

Online

In-person

4.2 Describe the location(s) where research activities will take place.

4.3 If research activities involving human participants will be conducted at a site other than VCC, indicate whether approval of the site/organization(s) is required, will be sought and, if so, how.

5. Participant population(s)

5.1 Describe the participant population(s) from whom data would be collected.

6. Recruitment of participants

6.1 Describe *how* prospective research participants would be recruited to the research.

6.3 Describe any compensation the participants may receive. Will there be any direct benefits to participants?

7. Consent

7.1 Describe how the consent of participants will be obtained and stored.

7.2 How can the participants withdraw from the study, and up to what point?

8. Anonymity

8.1 Describe under what circumstances research participants' identities are disclosed in any research output, or how confidentiality is maintained.

9. Data management

9.1 Describe *how* students will submit their research data to the instructor and remove from personal devices or storage.

9.2 Describe *how* research data is stored, used and destroyed. Data must be stored for 2-years from the end-date of each offering of the course.

10. Training and supervision of students

10.1 Describe *how* (you) the course instructor will ensure research conducted under your supervision will adhere to this plan, applicable laws such as FIPPA, and the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(2022\)](#). Steps may include student submission of proposals, regular meetings, and “ground rules” students must follow, as well as instruction of research ethics.

11. Declaration of responsibility of course instructor

As the course instructor named on this application, by affixing your signature below you acknowledge and attest that:

- Student research conducted during this course will be conducted under your supervision;
- You are responsible for ensuring that research conducted under the auspices of the course complies with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2022), relevant provincial and federal privacy law, and college policies;
- You will be responsible for data management, including storage and destruction; and
- All research conducted for this course will adhere to the scope of allowable activities documented in this form.

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Name of course instructor

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Signature of course instructor

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Date of signature