**Applying for an HREB Course Designation**

**Background and Determining Eligibility**

Frequently, undergraduate courses incorporate class projects and other activities for the purposes of developing research skills. These projects may be carried out by individual students, small groups or as a single class project. **Research activities included within a course for pedagogical purposes (i.e. the objective is to provide students with exposure to research methods in their field of study) are defined as research and are therefore governed by ethics review policies.**

To qualify for approval under course-based ethics the projects must comply with the following:

1. They must be minimal risk.
   1. The participants must be drawn from the general population. Protocols that include populations that need more care and consideration are not eligible for course designation review.
   2. Participants must be capable of giving free and informed consent.
   3. The projects must not involve any sensitive or incriminating topics or questions.
   4. The projects must be free from [deception or other alterations to consent.](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter3-chapitre3.html#b)
   5. The projects must not involve physical stress.
   6. The projects must not involve physically invasive contact with the participants.
2. They cannot contain any positions of power (i.e. supervisor and staff)
3. They must not require ethics approval from another institution or approval from a K-12 school.
4. They cannot be part of an honours or directed studies course, or part of a Master’s thesis.
5. They must not be a direct extension of the course instructor’s research.
6. They must not be funded.
7. The students must not present outside of UFV.

Examples of research activities that ***could* be approved** under course-based review include:

*Having students conduct interviews, administer standard tests, or distribute questionnaires to individuals recruited from outside of class to help develop interview or questionnaire design skills.*

*Conduct "mini" research projects where students pose general questions while gathering responses from participants recruited from outside of class and using those responses for presentation.*

Example of a research activity that **would *not* be approved** for course-based ethics approval:

*Children recruited through public elementary schools will be shown an educational video to see if it enhances their learning of that topic. This project* ***would not be approved*** *under course- based ethics because it involves a population that wouldn’t be able to consent for themselves and would require formal approval from superintendents or principals. This study would require regular HREB approval.*

Example of a research activity that ***would not require*** course-based ethics approval***:***

*Students distributing questionnaires to classmates, where data will be analyzed and presented only to classmates.* ***Ethics would not be required.*** *Course based ethics approval is only required if participants are being recruited from outside of class and/or presented outside of class to another UFV audience.*

# Determining Eligibility for a Course Designation

Note that the following questions should be used as a general guide to determine if the research assignment(s) within your course can be covered by a course designation. Please use this guide prior to completing and submitting the Request for Course Designation. If you are unsure of the answer to a question, contact the Ethics Officer to discuss further.

# Part I

In order for your course to be considered appropriate for a course designation, the following questions should be answered YES:

* 1. Do the projects potentially involve human participants (beyond classmates) who are 19 years or older and are not considered part of a population that needs more consideration and care (children, Indigenous or minority groups, those with mental illness as an inclusion criteria, etc)?

## YES NO

* 1. Is the primary purpose of the research to teach students about research or how to conduct research?

## YES NO

* 1. Will the research only be disseminated within the classroom/agency involved, or within the UFV community where the general public is not the target audience? (e.g. in a university poster session)

## YES NO

* 1. Is the application for a set of minimal risk research projects occurring within the scope of a course at UFV?

YES  NO

# If the answer to any of the above is NO, please contact the Ethics Officer at ([Research.Ethics@ufv.ca](mailto:Research.Ethics@ufv.ca)) to discuss this further.

**Part II continued on next page.**

**Part II**

In order for your course to be considered appropriate for a course designation, the following questions should be answered NO:

1. Is this an Honour’s Thesis or Directed Studies research project?

YES  NO

1. Is this an undertaking that can potentially extend knowledge through a disciplined inquiry or systematic investigation? In other words, is there a possibility that any of these projects will further knowledge in the field and may be published or disseminated outside the university (i.e. by disseminating at conferences outside of UFV, publishing in peer-reviewed journals, reports to the media, presentations at a community event)? Note: if there is a possibility of this the student will need to apply separately to the HREB for approval. Individual projects in course designations do not receive ethics certificates.

## YES NO

## Will the project involve biohazardous or sensitive health information (e.g. collection of biohazardous material that requires a biosafety certificate; sensitive health information such as mental health history)?

## YES NO

1. Will any of the projects involve physically invasive contact with the participants?

YES  NO

1. Will projects involve any sensitive or incriminating topics/questions or information that could place participants at risk (e.g. participation in an illegal activity)?

## YES NO

1. Will any of the research projects involve element(s) of deception for the participants?

## YES NO

1. Are any of the projects a direct extension of the course instructor’s research?

YES  NO

**If the answer to any of the above is YES, please contact the Ethics Officer (**[**Research.Ethics@ufv.ca**](mailto:Research.Ethics@ufv.ca)**) to discuss this further.**