Guidelines for Applying for HREB Review for
Course Based Research Projects

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.**

GENERAL ELIGIBILIY CRITERIA

To qualify for approval under course-based ethics the projects must comply with the following (note there will be further confirmation of this on the application form):

They must be minimal risk.
- 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. This includes Indigenous Peoples (as an inclusion criteria), vulnerable groups when they are part of the inclusion criteria, adults unable to consent for themselves, and anyone 18 years or younger unless they are a registered UFV student.
- Participants must be capable of giving free and informed consent.
- The projects must be free from deception or partial disclosure.
- The projects cannot contain any positions of power (i.e. supervisor and staff, teacher and student)
- The projects must not involve any sensitive or incriminating topics or questions which could place participants at risk.

The projects must not involve physical stress (i.e. injury or hazards).
The projects must not involve physically invasive contact with the participants.
The projects must not involve the collection of personal health information.
The projects must not involve biohazards.
The projects must not be disseminated online where the information is considered publicly available.
Participants must be anonymous in dissemination.

TYPES OF PROJECTS NOT ALLOWED UNDER A COURSE APPROVAL
- The projects must not be part of an honours or directed studies course, or part of a Master's thesis.
- The projects must not be a direct extension any course instructor's research.
- The projects must not start before or extend beyond the course timeline.
- The projects must not extend past the pedagogical scope of the course.
- The projects must not be published in an academic journal or presented at an academic conference, as the primary purpose of this type of approval is pedagogical (TCPS2 Article 6.2) and the review of these projects has been delegated to non-HREB members and/or outside of the HREB.
- The projects must not require ethics or operational approval from another institution, or approval from a K-12 school.
- The projects must not be funded.

If student research includes or has the potential to include any of the above, an individual HREB application for that project will have to be submitted and reviewed independently from the course review. This must be done before data is collected and will be subject to HREB review timelines.

If a student research project starts under a course ethics application, but then grows to become a capstone or thesis project, then a separate ethics application is required. Data collected under the course approval can continue to be used for research purposes under the new application if permission for this was obtained during the original data collection period as part of the consent process. The full application must be submitted and approved before further data is collected.

APPLICATION PROCESS

All ethics applications at UFV are submitted through the online application system, ROMEO. Only faculty at UFV are eligible to submit a course-based research ethics application.

To ensure timely approval, new requests for course-based approval must be submitted according to the schedule below to obtain approval before the semester begins. Deadlines can be found here: https://www.ufv.ca/research-ethics/board/meeting-deadlines/ These timeframes apply to 'review ready' applications, namely applications that have been submitted to a high-quality standard, have complete supporting documents, and are fully developed.

- o November 1 for January start.
- o March 1 deadline for May start.
- o June 1 deadline for September start.

Regardless of when the course is approved or renewed, **all courses will expire August 31** of each year to ensure timely renewal for the following year. This also gives the departments the opportunity to ensure new instructors are aware of and sign off on the application before beginning the course.

One reminder will go out on May 1 to department heads/chairs/directors and to current course instructors to submit a renewal. Courses may be renewed up to 6 times. The renewal process is simple and there is no deadline for renewal – however please ensure the renewal has been completed before the start of the semester.

In addition to filling out the online form, you will need to provide:
- A copy of the current course syllabus, including the assignment that will be given to students.
- Instructor(s) TCPS2 CORE Certificate
- Copies of any supporting documents such as recruitment scripts or posters.
- *Informed consent does not need to be attached as the only one approved for use is the template found here or in the ROMEO attachment tab.

Students must take the TCPS2 tutorial – this can take around 4 hours. This must be documented by the course instructor.

The instructor must oversee and actively monitor all projects.
For examples of projects that do not require HREB review, please check the HREB website.

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