
Faculty Application to Involve Human Participants in Course-Based Research

SUBMISSION

Please send this form and accompanying attachments to REB Office Personnel at REB@nbcc.ca. Questions about this form can also be sent to REB@nbcc.ca.

Attachments should include a copy of all questionnaire(s), focus-group questions, interview guides, or other test instruments that will be used in the project. These should be on NBCC letterhead if they are intended for public distribution.

If students will develop interview guides, questionnaires, or similar materials, you may apply for program-level approval before these are completed. If these instruments will later be used with human participants, your application must describe a process through which these materials will be reviewed for appropriateness prior to being used. Attachments must include a copy of the guidelines/templates students will be given for preparing these materials.

SCOPE AND LIMITATIONS

Faculty who plan to conduct course-based research involving human participants, or invite or require their students to do so, must submit the research activity for ethics review using this form.

If multiple instructors are conducting the same course-based research activity (for example, in the same program on different campuses), they may collaborate to submit one application. One instructor must be chosen to act as the main contact with the REB, with the remaining listed as co-applicants.

If the project is NOT course-based, please use the [Application to Involve Human Participants in Research \(3303.4652\)](#).

Applicants are responsible for reading and understanding NBCC's [Ethical Conduct of Research Involving Humans Policy \(3303\)](#) and [Program-Level Ethics Review Procedure \(3303.4858\)](#).

GENERAL INFORMATION

1. Project/Assignment Title	
2. Form Submission Date	

FACULTY RESEARCH SUPERVISOR INFORMATION

3. Name	
4. Phone (if applicable)	
5. Email	
6. Campus	
7. Office number (if applicable)	
8. Program	

9. School	
10. Academic Chair	

COURSE INFORMATION

11. Course name(s)	
12. Course Code(s)	
13. Academic Year	
14. Term(s)	
15. Enrollment	

CO-APPLICANTS

16. If applicable, list faculty from other sections of the course conducting the same project as Faculty Research Supervisor for their students. Add additional tables as needed.

Name	
Phone	
Email	
Campus	
Office number	
Enrollment	

LOCATION(S) WHERE THE RESEARCH WILL BE CONDUCTED

17. Please check all that apply.

- Fredericton
- Miramichi
- Moncton
- Saint John—Allied Health
- Saint John—Grandview
- St. Andrews
- Woodstock
- Other location (please specify site):

PARTNERS, CLIENTS, OUTSIDE AGENCIES

18. Identify outside agencies that will be involved in the research activity (e.g., companies, community organizations, government departments, school districts, hospitals, Indigenous communities).

SUMMARY OF THE PROPOSED RESEARCH

19. Briefly describe the proposed research activities/assignments and the relationship between the research activities and the course learning objectives. Include a copy of the assignment sheet (if available) or attach and refer to the relevant section of the course outline.

Please ensure the research activity description emphasizes that research activities must not involve more than minimal risk. Accordingly, the activities:

- *must not involve deception,*
- *must not involve physically invasive contact with research participants,*
- *must not exclusively involve participants who are minors, vulnerable persons, adults incapable of giving informed consent, or Indigenous communities of which the researcher is not a recognized member*,*
- *must not involve any personal, sensitive, or incriminating topics or questions that could place participants or researchers at risk.*

**if the student researcher is a member of the community, the Faculty Research Supervisor and student should discuss what arrangements or adjustments might be required to ensure the project is done in a good way (see TCPS Chapter 9).*

20. What are the potential benefits of this research?

METHODOLOGY

21. What data collection methods will be used? (Check all that apply.)

- Experiment(s)
- Focus group(s)
- Formal Interviewing
- Informal Interviewing
- Ethnographic Participant Observation
- Another Method of Observation
- Social Media Monitoring
- Oral Story telling
- Story writing
- Survey(s) and/or questionnaire(s)
- Visual art-making or visual methodology
- Other (please specify):

22. Describe the data collection methods checked above in detail, explaining how these will be implemented. *If students will create their own interview guides, questionnaires or other data collection tools after program-level approval is received, your answer must describe the process you will use to review and approve these materials beforehand (including criteria for approval or rejection).*

RISK

Research is defined as “minimal risk” when the probability and seriousness of possible harms resulting from participation are no greater than those encountered by participants in the parts of their everyday life related to the research topic.

Even minimal risk studies can pose a risk for participants. When answering the questions below, consider all parts of the research process (including recruitment methods, data collection, and sharing results), participants’ economic and social circumstances (e.g., stigma, isolation, discrimination), and their physical, mental, and spiritual health.

If you aren’t sure how to assess the level of risk, please review Chapter 2 of the TCPS on Concepts of Risk and Potential Benefits.

23. Indicate if the participants might experience any of the following risks:

Risk	Yes	No
Physical risks (including any bodily contact or administration of any substance)		
Psychological risks (including feeling demeaned, embarrassed, worried, or upset)		
Social risks (including possible loss of status, reputation, or privacy)		
Economic risks (including incurring expenses, loss of incentive)		
Academic risks (including loss of bonus marks or course standing)		
Potential access to personal data		

24. Describe potential risks to participants and explain what guidance students will be provided in managing risk.

25. Does this research pose more than minimal risk to participants?

- Yes
 No

26. Explain your assessment of the level of risk.

RESEARCH PARTICIPANTS

27. Anticipated number of research participants. *If you do not have a specific or approximate number in mind, provide estimates of the minimum and maximum number of expected participants.*

28. Type of research participants (select all that apply):

- Competent adults
 Adults with a decreased capacity to consent (severe mental disability, infirm, etc.)
 Children
 Other (please specify):

29. Are you seeking to recruit Indigenous People as research participants? *If you are recruiting from the general population (of which Indigenous People may constitute a part of that population) you should choose "no." If you are specifically recruiting Indigenous Peoples as research participants in your study, you should choose "yes."*

Yes

No

30. Will participants receive compensation for participation?

Financial Yes No

Non-financial Yes No

31. If **yes** to **either**, please provide details.

RECRUITMENT

32. Describe how participants will be selected and recruited. If applicable, attach a copy of all recruitment materials (e.g., posters, emails, digital posts) that will be used. *If students will create their own recruitment materials, include a description of the process you will use to review these materials before they are used (including criteria for approval or rejection), and attach copies of any templates and guidelines that will be given to them.*

33. How will coercion be avoided in recruitment (e.g., if there is likely to be a relationship between the student researchers and the participants, what guidelines will students be provided to ensure consent is free and voluntary)?

INFORMED CONSENT

34. How will the nature of the research be explained to potential participants? (See TCPS 2 Chapter 3.) *Note: Attach a copy of the information letter or script to be used, or templates/guidelines that will be given to students.*

35. Method of obtaining agreement to participate:

Written consent

Oral consent

Both written and oral consent

WITHDRAWING FROM THE STUDY

36. How will participants be advised of their right to withdraw?

37. What process will be followed if a participant withdraws, and what issues could arise (e.g., will compensation still be provided or could there be issues removing participant data from the sample)?

PARTICIPANT PRIVACY RIGHTS AND DATA SECURITY

38. Please check all types of information that will be collected about participants:

- Direct identifiers: data that can be used to identify a participant (e.g., full name, medical record number)
- Indirect identifiers: data that, when combined, could be used to identify a participant (e.g., Date of Birth plus address)
- Information of a personal or sensitive nature
- None of the above

39. In the table below, check all types of identifiable information that will be collected and, for each, why it is required.

Identifier	Why is this identifier necessary?		
	Identified research purpose	Contact information purpose	Other (please specify)
<input type="checkbox"/> Full name			
<input type="checkbox"/> Partial name			
<input type="checkbox"/> Initials			
<input type="checkbox"/> Student/Employee number			
<input type="checkbox"/> Social Insurance Number			
<input type="checkbox"/> Health Card Number			
<input type="checkbox"/> Medical Record Number			
<input type="checkbox"/> Address			
<input type="checkbox"/> Full Postal Code			
<input type="checkbox"/> Partial Postal Code			
<input type="checkbox"/> Telephone Number			
<input type="checkbox"/> Email address			
<input type="checkbox"/> Physician			
<input type="checkbox"/> Date of Birth			
<input type="checkbox"/> Age			
<input type="checkbox"/> Gender Identity			
<input type="checkbox"/> Other (please specify)			

40. Will a waiver of confidentiality be sought from participants?

- Yes
- No

41. If **yes**, please explain.

Note: Attach a copy of the confidentiality waiver documentation or verbiage that will be used.

42. What measures will be taken to ensure data security and protect participant privacy rights? Check all that apply:

- De-identification of data (identifiers removed and replaced by a code that can re-identify participants)
- Anonymization of data (identifiers removed with no code used)
- Files and equipment kept in a locked and secured area
- Password-protected files and computer equipment (including external/portable storage devices)
- Destruction of hard-copy data (e.g., interview transcripts)
- Research Assistant/Transcriber Confidentiality Agreements
- Storing data on a secure server
- Use of data encryption software
- Use of pseudonyms
- Other (please specify):

43. Provide additional details about proposed strategies for data security and protecting participants' privacy (e.g., timelines/methods for data destruction, third party software services you will use, special handling procedures for sensitive information). See TCPS 2 5.3.

Note regarding online surveys: if online surveys will be used for data collection, the service used must be secure. Data sent to the United States or uploaded to American servers (e.g., Survey Monkey) is open to access by American regulatory bodies. NBCC staff and students should use the Microsoft Forms program with their college email or explain why they are unable to do so.

RESULTS

44. How will results be shared? (select all that apply)

- Directly to participants
- Report delivered to the project client/partner
- Class presentation
- Published article
- Conference presentation
- Internet (e.g., podcast, college website)
- Other (please specify):

45. If you indicated research results will be shared directly with participants, how will this be done?

46. What opportunities (if any) will participants be offered to provide feedback and/or correction on their data?

47. Explain what risks to participant privacy these methods for obtaining feedback and/or sharing results could cause and what strategies will be used to address these concerns.

TRAINING

48. Please describe how students in your course will learn about the ethical conduct of research involving human participants (e.g., informed consent, voluntary participation, risks to participants, and confidentiality).

Note: Attach a copy of your statement, slides, assignment sheet or refer to the relevant section of the course outline.

49. Will all students complete the TCPS 2 CORE online training prior to conducting research with human participants?

Yes

No

LIST OF ATTACHMENTS

Please indicate (as applicable) the attachments submitted in support of this application

- Faculty member's TCPS 2 CORE certificate
- Course outline
- General description of each research assignment or activity or a copy of the student assignment
- Information letter for participants
- A sample consent form that will be provided to students as a guide
- Waiver of confidentiality
- Other templates or guidelines for students
- Script of oral explanation given to participants
- Questionnaires/test instruments (online survey questions, focus group questions)
- Debriefing script/written feedback given at end of survey
- Tools, posters, web announcements used to recruit participants
- Evaluation rubric
- Any other relevant research instruments or materials (please list below)

SIGNATURE

I affirm that this application accurately describes all planned research activities involving human participants. As applicant or co-applicant, I will ensure that no such activities are commenced (by myself or students) before receiving documentation of approval or exemption from the NBCC Research Ethics Board or a delegated program-level committee.

Faculty Research Supervisor Signature:

Date:

Include dated signature for all Co-Applicant Faculty Research Supervisors, as applicable: