Course Based Student Research Ethics (CBSRE)

Instructions for Student Proposal Template

This proposal template (attached) can be used by each student in a CBSRE project to submit the proposal to the principal investigator (course coordinator or designate) for final approval before starting the project. Students most likely have to submit a full proposal to their instructor but the principal investigator responsible for ensuring ethics compliance may be unaware of the study. This summary is intended to give a brief overview of the project to the principal investigator. Students would therefore submit this brief summary to the principal investigator or designate who would sign off on the project. If the course instructor is the one acting as principal investigator and is already receiving a full proposal it would not be necessary to submit this form.

Guidelines for Form

Demographic Information

- Student name(s)
  - Include all student names involved in this project
- Course name and number (e.g. INTS 2211 Interdisciplinary research) and section#
- Instructor Name

1. Project Summary

1.1 Project title

- Please ensure your title is descriptive of the study

1.2 Brief description of study

- Provide a brief and clear statement of the context and objectives of the project, including the key questions and/or hypotheses of the project, data sources, methodology, and proposed data analysis. (Or submit attachment) [It is important that the data collected can be assessed and is directly testing the research question.]

1.3 Intended participants

- Describe your intended participants including anticipated numbers, age range or gender if appropriate, and any inclusion or exclusion criteria. [Exclusion or inclusion criteria is not an ethical issue as long as it can be justified.]. Participants must be considered minimal risk/not vulnerable for CBSHRE (18 or older, able to understand consent, not vulnerable for other reasons such as frail health or Aboriginal populations).

1.4 Data collection methods

- Describe what methods you will use to collect your data. If your project includes Interviews, or surveys/questionnaires, please paste below the questions you will use, to the extent that you know them. [This is important to ensure that the questions are not putting the participants at risk, or be upsetting to your participants. It also ensures that all the questions are relevant to the research question.]
- Include whether you or anyone on your project team have experience with this method of data collection.

1.5 Data Use and Dissemination

- Describe how the data will be used (e.g. what type of data analysis is planned or how you are planning to collate the data).
- Describe where you plan to disseminate this information and in what format.

2. Free and Informed Consent

In general, the participants in your study should know what the study is about, what is expected of them, what the risks and benefits of the study are to them and to other relevant parties (e.g. you), what their rights are as participants, and how their data will be safeguarded and used. All of these issues are addressed in a consent form (or consent script, if verbal). You should be mindful of the age and reading level of the participants when preparing your consent form/script.

In general, participants in your study should participate freely without undue influence or conflicts of interest. For example, your position at MRU should not be used to influence their decision whether to participate or not. Also, any compensation/reward for taking part in the study should not cause them to participate when they otherwise would not.

2.1 Recruitment Plans

- Describe how your participants will be made aware of your study? Attach any recruitment scripts or posters, as appropriate. [The recruitment materials must clearly state what the project is about, any inclusionary criteria (age range, gender, etc.), and a brief statement about what the participants will be expected to do and how long it will take.]

2.2 Informed consent

- Describe how you will provide for and ensure informed consent from your participants. For online or phone interviews or surveys, describe how you will

distribute and gather consent forms and/or information on the study. (Attach a copy of any consent forms or scripts to this application)

- [Participants must give their free informed consent prior to beginning any aspect of the study. If it is a paper consent form, describe how participants will be provided with consent forms. If a study is online, the consent form can be presented before the participant begins the survey/questionnaire, with a way for them to give consent. Often in these cases, beginning the online study is giving consent, stopping and exiting the survey is withdrawing.]

2.3 Participant withdrawal

- How will participants be able to withdraw from your study, and what will happen to their data? [Participants must have the right to withdraw from your study. Depending on the study, they may want to withdraw their data as well. Describe how they would do each of these.]

2.4 Conflict of Interest

- Describe any conflicts of interest that you or your participants may find themselves in with this study, including dual roles (see the Dual Role Guidelines document on the HREB website). How are you resolving these conflicts of interest? [If you have any kind of prior relationship with potential participants, there may be a conflict of interest situation. This does not mean that the study cannot be completed, it simply means that one must find a way to recruit that will in no way coerce people into participating.]

2.5 Ethics Preparation of Students

- Please indicate where students obtained ethics preparation if any (e.g. name of research class, Tricouncil online training, MRU ethics session….) and year for each student on the project.

3. Potential Risks and Benefits to Participants or Others

One of the main things REBs evaluate in ethics applications is risk. This is also something that you, the applicant, must evaluate. Your job is to identify and minimize risks (both the likelihood and severity of a risk being realized). HREB's job is to both assess your analysis and to check and see if you missed anything. We want you to identify risks that have a reasonable chance of occurring and/or have a reasonable chance of causing some harm to participants.

3.1 Potential Risks

- Describe any potential risks that your study presents to participants. Describe how you have minimized risks (frequency and/or severity) to a reasonable level. ["Risk" is

defined as exposing the participant to risk that is beyond that which they would experience in their everyday lives. There should be no risks associated with participating in this research. If, however, you do anticipate risks then this project cannot be completed.]

3.2 Interviews & Confidentiality

- If you are conducting Interviews or focus groups, please describe in detail how the risk of loss of confidentiality is being addressed for your participants that are being interviewed. [Quoting participants requires permission from the participant. If participants are being promised confidentiality or anonymity, you need to detail how you are going to ensure this.]

3.3 Data Storage and Destruction

- Please describe your proposed measures for safeguarding consent forms and data in terms of their storage, retention, and disposal. If you are using online surveys/questionnaires, you need to specifically address the issues of data security with respect to both the stations at which data is input and where/how the data are stored. You should describe (and understand) the software that you are using, including its limitations. [Consent forms should always remain with your supervisor to protect confidentiality, and should always be stored separately from the data.]

3.4 Potential Benefits to Participants or Others

- Describe the potential benefits of participation in your study for your participants. What are the costs of participation to your participants (including time)? [Research ethics is about cost/benefit analysis. There should be some benefit for the participants for participating in your study even if it is something simple as reflecting on and sharing their own experiences.]

Approval

This is the signature section

- Student signature – attests that the information is correct. of the principal investigator or designate (e.g. instructor). Please check with your instructor as to who can sign off on the proposal before commencing.
- Principal investigator – the investigator is confirming that the Tricouncil (TCPS2) criteria for ethical conduct of research will be met by the project. This must be signed before the student(s) commence data collection.

Course Based Student Research Ethics (CBSRE)

Student Proposal Template

Student Name(s): _____

Course Name/Number :_____ **Section:** _____

Instructor Name: _____

(refer to attached instructions for descriptions of content for the summary in each area)

1. Project Summary
1.1 Project Title
1.2 Brief description of study
1.3 Intended Participants
1.4 Data Collection Methods (include any surveys/questionnaires)
1.5 Data Use and Dissemination

2. Free and Informed Consent
2.1 Recruitment Plans
2.2 Informed Consent Process (include consent if not standard class one)
2.3 Participant Withdrawal Process

2.4 Conflict of interest Declaration
2.5 Ethics Preparation of Students

3. Potential Risks and Benefits to Participants or Others
3.1 Potential Risks to Participants
3.2 Interviews & Confidentiality
3.2 Data Storage & Destruction
3.4 Potential Benefits to Participants or Others

Approval

I (the student) affirm that this information is correct and that if there are changes to any of this information as it affects ethics I will notify the instructor as per class protocol.

_____ _____

Student Signature Date

(insert more below if needed)

As the principal investigator I am confident that the project is within the Tricouncil Policy statement guidelines and meets the ethical standards required.

_____ _____

Principal Investigator's Signature Date

The principal investigator and student should each have a copy of signed form.

Implemented: (insert date) *Last revision: (insert date)*