



1.0 This guidance document provides direction on the preparation of applications for ethics review of research conducted by senior undergraduate students, including those involved in **independent undergraduate supervised research** as well as any students that undertake **course-based research**.

2.0 Student Researcher and Course Instructor Responsibilities

2.1 Student researchers and course instructors should familiarize themselves with the current version of the TCPS and any other applicable discipline-based ethics guidelines that are relevant to the proposed research.

2.2 Student researchers **MUST** complete the TCPS2 [CORE](#) tutorial. A copy of the certificate must be appended to applications submitted to the Departmental Ethics Committee (DEC).

2.3 Student researchers and course instructors must ensure that proposals submitted for review are complete, and describe all aspects of the project relevant to ethics review.

2.4 Student researchers and course instructors must disclose in their proposals any real, potential or perceived conflicts of interest regarding their relationship with potential participants or regarding the potential uses of the research findings.

2.5 Student researchers and course instructors must consider and resolve satisfactorily any ethical issues raised by the project they plan to undertake. No student application can proceed to review by the DEC without the sign-off of the student's instructor or supervisor.

2.6 Student researchers, whether doing research independently or as part of a course, are not authorized to undertake any project involving human participants that requires review without obtaining the necessary prior approval. The DEC will not provide retroactive ethics clearance.

2.7 Student researchers must conduct their research in accordance with the contents of their approved proposals, and report any deviations from the approved protocol and any adverse events that affect participants.

2.8 Student researchers must comply with all undertakings, reporting procedures, and monitoring procedures that form conditions of project approval.

3.0 Risk

3.1 The Tri-Council Policy Statement defines research as “an undertaking intended to extend knowledge through disciplined inquiry or systematic investigation.” Course-based projects that meet the TCPS definition of research and are **minimal risk** in nature are subject to ethics review by the Departmental Ethics Committee (DEC). Any research that is **more than minimal risk** requires full review by the University Human Research Ethics Board (UHREB). Undergraduate student research is typically minimal risk and therefore reviewed only by the

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DEC. Any undergraduate student research that is more than minimal risk requires review by the UHREB following a review by the DEC.

4.0 Guidance for a Successful Application

4.1 All undergraduate student ethics review applications are to be submitted using application forms available in the Forms section of the [Resources page of the Human Ethics website](#).

4.2 All applicable sections of the application form must be completed, or else marked as not applicable. ***Incomplete proposals received by the DEC will be returned for resubmission.***

4.3 The level of risk posed to the participants must be identified.

4.4 All necessary signatures must be obtained on the DEC review form. Undergraduates carrying out independent research require the signature of their supervisor.

4.5 The written project description must adhere to the page limitations indicated in the application form and must include all information that the application form indicates is required.

4.6 All responses that raise ethical questions must be addressed satisfactorily either in the appropriate spaces on the application form or in attached explanatory notes. Any other aspects of the project that are pertinent to ethics review also must be discussed.

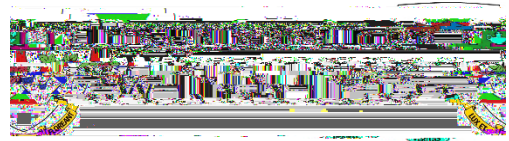
4.7 All information must be provided that is pertinent to the assessment of risk levels, balancing of risks and benefits of the research, and the possible need for ongoing review.

4.8 Conflicts of interest (COIs) must be disclosed, whether they are real, potential, or perceived. COIs may arise in the relationships with participants and/or in the potential uses of the findings. If a COI exists or is possible or perceived, the researcher must outline steps for mitigating the conflict.

4.9 PDF copies of all research instruments must be attached. This includes:

- a) questionnaires;
- b) reproductions or adequate descriptions of visual and other sensory or electronic stimuli;
- c) in the case of observational research, the nature of observation and the behaviours to be observed;
- d) in the case of interviews, either specific interview questions or a detailed description of the parameters of interview contents;
- e) if participants are to be photographed, audiotaped, videotaped, or otherwise recorded, a detailed description of the parameters within which recording will occur; and
- f) research conducted over the Internet may require additional specifications of the conditions of data collection (see Guidance Document 7 on Research Using Crowdsourcing).

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4.10 The proposal must outline the consent process, and any deviations that may apply because of the population included in the research. The student researcher should include, as relevant, the following: owa8.8 ()]aboo

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7.2 For student-designed, course-based projects, the student prepares a complete application which is then screened by the course instructor for completeness and ethics compliance and then submitted to the DEC.

7.3 Normally, the DEC will review submissions within five (5) working days of receipt. (Students should be aware that the DEC may establish and publicize longer time lines for review, such as in the case of multiple-submission methods courses.)

7.4 In the event that the course instructor makes changes to the approved protocol, the protocol amendment must be reported to, and approved by, the DEC.