

LOYALIST COLLEGE

Acknowledgement of Course Based Research with Human Participants Form

Please complete and submit this form to Kurstin Salisbury, Research Ethics Board Coordinator at (613) 969-1913, x2275, or email to: ksalisbury@loyalistcollege.com

Research involving human participants and undertaken using any Loyalist College resources requires review and approval from the College's Research Ethics Board (REB). However, such research performed as a course assignment or quality assurance of a course or program and intended **ONLY** for the professor's review or class presentation, may be exempt when the professor files an appropriate "acknowledgement" with the Loyalist College Applied Research and Innovation Department.

This form, when completed, acknowledges; 1) a professor's planned project to use student participants to assess a course or program's success, the results of which will only be used for internal purposes; 2) a whole-class assignment where all students are performing a research project involving human participants; or 3) an unplanned project where a professor and student(s) mutually agree such research is an interesting and appropriate response to a course assignment.

Please complete all sections and processes as indicated on this form.

Professor and Course Information

Professor Name: _____

Program Name: _____ Course Number (CRN): _____

Course Name: _____ Section Number: _____

Semester research being undertaken Fall Winter

Dates Covering Research Period (MM/DD/YY): _____ through _____

Have you completed the TCPS2 online training module? Yes No

Is this project in response to industry need? Yes No

If yes, what is the company name? _____

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Type of Research Project

NOTE: All research projects involving students require student signatures

- This research project is a planned, quality assurance study using student participants
- This research project is a planned, whole-class assignment.
- This research project is not a regularly planned exercise, but an assignment response which the professor and student mutually agree to be interesting and appropriate. ***[A separate form must be submitted for each distinct research project.]***

Course outcome for project assignment:

Project title: _____

Description of Project/Assignment

Basic goal *(What is the project to achieve?)*

Brief outline of research process *(For example: quantitative, qualitative, involving surveys, etc.)*

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Human participants (*Who are the likely research participants?*)

Vulnerable participants (*Are participants considered vulnerable? [i.e. children, minors, elderly, etc.]
If so, has a police check been issued?*)

Risk level (*Is the risk to participants minimal? More than what they would incur on a daily basis?*)

Informed consent (*How is informed consent assured?*)

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Confidentiality (*How is confidentiality assured?*)

Research ethics (*How are ethical research standards conveyed? As a course topic, assignment requirement, general briefing, etc.?*)

Dissemination (*How are you planning on communicating/disseminating your results?*)

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Securing Acknowledgement

By signing below, all signees have agreed that:

- ✓ Research involving human participants is a required component of the course/assignment.
- ✓ Ethical conduct in research involving humans, as a topic, has been discussed with the research team and student participants prior to this assignment.
- ✓ The project presents minimal risk to participants.
- ✓ Informed consent will be obtained.
- ✓ Data collection will be anonymous.
- ✓ Data will be confidential.
- ✓ Only the professor and class will review the result.

Student Name: _____

Signature: _____

Date: _____

Other student participants' names/signatures:

Professor Name: _____ Dean Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____