



Faculty application form – course-based research

Instructions

Please submit this Faculty Application Form: Course-Based Research if you are a professor in a course that includes student-led, course-based research projects for which you will assume the role of Delegated Non-REC Faculty Member.

Submit this form, and all associated documents to research@cambriancollege.ca.

Who Should Complete This Form

If there are multiple sections of the same course running identical or very similar course-based research activities in a given semester, one Professor should assume the role of Delegated Non-REC Faculty Member, submitting a single application for all course sections. If there are multiple sections of the same course running fundamentally different course-based research activities, then each Professor should adopt separate Delegated Non-REC Faculty Member roles, submitting separate application forms.

Timelines

The Faculty Application Form: Course-Based Research is to be completed and submitted to the Cambrian Research Ethics Committee (REC) before the start of the term.

Amendment Requests

This form is for NEW submissions only. If you would like to submit an amendment request for an existing project, please use the Faculty Amendment Request Form: Course-Based Research.

Questions

Please see the [Research Ethics Operating Procedure](#) for definitions. Questions can be directed to research@cambriancollege.ca.



Delegated non-REC faculty member information

1. Your Name

2. Are you confident that you can meet the responsibilities of Delegated Non-REC Faculty Member, ensuring that all research activities adhere to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2) guidelines?

Yes

No

3. Are you confident that you can address any ethical concerns that arise during the course-based research activities?

Yes

No

4. As a Delegated Non-REC Faculty Member, do you have any Conflicts of Interest to report? If yes, please explain.

Yes (please explain)

No



Course-based research activities

9. All students must complete the TCPS 2: CORE-2022 training prior to engaging in course-based research activities. Please acknowledge this requirement:

I acknowledge that all students must complete the TCPS 2: CORE-2022 training prior to engaging in course-based research

I acknowledge that as Delegated Non-REC Faculty Member, I am responsible for ensuring students' compliance with these criteria

10. Describe your plan for monitoring student research projects once ethical approvals have been obtained:

11. Describe the types of research methods and methodologies that students will be asked to engage with during the course-based research activities:

12. Describe the research participants that students will be asked to recruit, including the number of participants, relevant demographics, and inclusion/exclusion criteria:



13. Do any of the course-based research activities involve:

Yes

No

Vulnerable populations (children, elderly, prisons)?

Physical exertion?

Physical procedures?

Physical contact

Deception or partial disclosure?

Sensitive questions?

14. If you answered 'yes' to any of the aforementioned, please explain how the project falls within the parameters of minimal risk activities:

15. Describe the recruitment, consent, and withdrawal procedures, clearly identifying which procedures will be students' responsibility, and which procedures will be undertaken by the Delegated Non-REC Faculty Member:



16. Describe how participants will be informed of their rights to free and informed consent:

17. Describe how the research team will prevent any coercion or undue influence from occurring between student researchers and study participants:

18. Describe how students will collect, manage, and store participant data in ways that protect the confidentiality and privacy of participants, clearly indicating who will be responsible for what:

19. Will any of the research activities occur off-campus?

Yes

No



20. If you answered 'yes' to the previous question, please explain where you expect the research will take place:

21. Describe the dissemination plan, if relevant. How will the results of the research projects be communicated to others, including study participants?



Additional requirements

22. Please attach the following support documents, if applicable:

TCPS 2: CORE-2022 Certificate of Completion completed by Delegated Non-REC Faculty Member and any supporting personnel (i.e.. support staff, additional faculty who will be guiding students through the course-based research activities)

Course Outline (ensure that the most recent version of the Course Outline is appended)

Assignment description, scoring criteria, and any other student-facing documents related to the course-based research activities

Sample information letters, recruitment materials, consent forms (if not using the template consent form), debriefing forms

Sample data collection instruments

Permission letters, Data Sharing Agreements, and/or any other related documentation

Other:



Declaration

Please indicate 'yes' or 'no' to the following series of questions. As Delegated Non-REC Faculty Member for the proposed course-based research activities, you confirm and agree:

23. You are aware of your responsibilities as Delegated Non-REC Faculty Member and have familiarized yourself with the Course-Based Research Guidelines and Research Ethics Operating Procedure documents.

Yes

No

24. You will appropriately vet all course-based research projects, ensuring adherence to ethical research practices and rigorous design principles.

Yes

No

25. You will ensure that all student-led course-based research projects will involve no more than minimal risk for participants.

Yes

No

26. You will verify that all students involved in course-based research activities will complete the TCPS 2: CORE-2022 training and will receive project approval prior to commencing data collection activities.

Yes

No



27. You attest that the information provided in this Application is complete and accurate to the best of your knowledge.

Yes

No

28. You understand that modifications to the proposed project may not be implemented prior to the written approval of the Cambrian REC.

Yes

No