

---

## RESEARCH ETHICS APPLICATION FOR COURSE-BASED RESEARCH ASSIGNMENTS

Please complete this form and submit it to the Bow Valley College (BVC) Research Ethics Board (REB) for review at least one (1) month before the course begins. If ethical approval is granted for the course assignment described below, approval will be granted for one (1) year provided that no changes are made to the assignment and that the instructor does not change during that time.

<b>Instructor Name:</b>	
<b>Department/School:</b>	
<b>Email Address:</b>	<b>Telephone:</b>
<b>Coordinator's name and email address:</b>	
<b>Other Participants: If another person(s) is involved in implementing this project (e.g., another instructor, coordinator, or an individual external to BVC), please provide their name, title, and affiliation as appropriate. Use an attachment, if necessary.</b>	
<b>Title of the Course and the Assignment(s):</b>	

Please attach the following to your application as separate documents:

- Your course outline and course offering information document;
- Assignment descriptions for all assignments potentially involving research with human participants.

Provide copies of guides to be provided to learners, if they are required for this assignment:

- Recruitment notices/scripts;
- Interview or survey questions;
- Consent forms.

**Note: The information in these appendices does not replace your answers to the questions below. The appendices enable the REB to review how you plan to communicate to your learners about the ethics of their research.**

*A statement such as the one below should appear in your course outline and/or course offering information document:*

Research Ethics:

*This course (or assignment) has obtained course-based ethics approval from the Bow Valley College Research Ethics Board (REB). Whenever you perform research with human participants (e.g., surveys, interviews, observation) as part of your college studies, you are responsible for following the College's research ethics guidelines. Your instructor must supervise your research.*

---

- 
1. Please describe how you will educate learners about research ethics (e.g., class discussion of ethics guidelines and scenarios, class activities, presentations, readings, and other types of exercises).

2. Please describe what research methods will be used in this assignment.

3. Please describe the potential participants (e.g., fellow learners, members of the public, employees or clients of an organization). Include as much information as possible about how participants will be recruited and media of recruitment (e.g., posters, email messages). Please attach recruitment message content as appropriate.

4. Please assign a degree of risk (for either participants or students) for each of the six types of risk described below.

	No Risk	Minimal Risk (i.e., that experienced in everyday life)	More than Minimal Risk (i.e., beyond the risk experienced in everyday life)
<b>Risk of manipulation (e.g., psychological or emotional):</b>			
<b>Risk of emotional distress or fatigue:</b>			
<b>Risk of psychological distress or trauma:</b>			
<b>Risk of deception:</b>			
<b>Risk of social-related distress:</b>			
<b>Risk of other harms:</b>			

**Note: Assignments deemed by the REB to involve “More than Minimal Risk” will not be approved for course-based research. Contact Academic & Research ([appliedresearch@bowvalleycollege.ca](mailto:appliedresearch@bowvalleycollege.ca)) for guidance on how to decrease the level of risk posed by your assignment.**

If you have selected minimal risk for any of the different types of risk, please describe the measures that will be taken to minimize these risks. If participant confidentiality or anonymity are among the measures used to minimize risk, describe these measures in reply to Section 7 below.

5. Informed Consent:

An informed consent form is typically required for interviews, focus groups and certain other projects. An informed consent form template can be found on the REB's webpage. Please ensure that you modify the form to reflect the requirements of the course

assignment: <https://bowvalleycollege.ca/teaching-and-research/research-and-innovation/research-at-bow-valley-college/research-ethics/research-ethics-application-forms>

**On the consent form, please include a checkbox section that allows participants to confirm that they are of at least 18 years of age.**

- a) Could some participants be in a situation (e.g., power relationship) in which they feel coerced to participate?

Yes	No

If you selected "yes", please elaborate in the textbox below. How will you mitigate this?

- b) Will confidentiality and/or anonymity of participants be guaranteed? If so, describe how.

**Note: There may be situations in which participants' anonymity might be impossible to ensure (e.g., small sample size, other participants in a focus group, videos made public). If this is the case explain the efforts to protect participant privacy (e.g., de-identifying the data).**

6. Withdrawal Procedures

- a) How, and *until when*, can data be withdrawn by a participant?

- b) How will participants be informed of their right to withdraw?

**Note: Participants' data withdrawal deadline should be set at a reasonable time before the assignment deadline. Some situations may make it difficult or impossible to withdraw after data has been initially gathered (e.g., some online surveys).**

7. Data access, storage, destruction:

- a) Who will have access to the raw data (e.g., recordings, transcripts, survey responses)?

- b) Where will the raw data be stored? What efforts will be made to ensure its security?

- c) Explain how and when the data will be destroyed by learners and/or the instructor.

8. Assessment

- a) How will learners report their research findings (e.g., D2L discussion post, written assignment, oral presentation)? Who will have access to the report(s) (e.g., only the instructor, other learners in the class, participants, others)?

**Note: Secondary use of data (using data collected in a project for purposes other than that described on the consent form) is against BVC's ethics policy. Researchers must contact participants again to obtain their consent if they wish to expand their use of data beyond the terms of participants' initial consent. Therefore, please ensure that all potential uses of data are reflected on the initial informed consent form.**

Once completed, please send a copy of this form electronically to the REB,  
[researchethics@bowvalleycollege.ca](mailto:researchethics@bowvalleycollege.ca).

We, the undersigned, certify that: the information contained in this application is accurate; that conduct of the proposed research will not commence until ethical approval has been received; and that the REB will be advised of any revisions to the course-based research assignment arising before or after ethics approval is granted. I/We understand that the conduct of research at BVC or using BVC learners, staff, or faculty without having received ethics approval is a breach of the BVC Policy: Integrity in Research and Scholarship.

**Instructor's Signature:**

**Date:**

**Coordinator's Signature:**

**Date:**

**Dean's Signature:**

**Date:**

***I have been involved in the preparation of this application and agree with the information it contains.***