

FORM CD1

Application for Research Ethics Board Designation of a Humber Course

Instructions: Download and save this form on your computer. This form cannot be completed online. Please use Adobe Acrobat Pro to complete this form. For detailed instructions, please refer to the Form CD1 Guidelines.

Date of Submission	Is this a revision of a previously submitted application? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Section A: General Information

1. Course Information	
Course ID	Course Title
School	Program
Name(s) of Faculty Member(s) Delivering the Course	
When will the course be offered?	

2. Applicant Information		
Applicant Name	Position	Program
Applicant Signature		Date
Program Coordinator/Associate Dean	Position	Program/School
Program Coordinator/Associate Dean Signature		Date
Associate Dean/Dean	Position	School
Signature of Associate Dean/Dean		Date

Section B: Course Research Project Details

3. Project Description

Briefly describe the student project that will be completed during the course (250 words).

Include a copy of the assignment with this application (see Section D: Appendices).

Will all students in the course carry out the same research project? Yes

No

If no, briefly explain the ways that the student research projects will differ (250 words).

4. Instruction for Students

Outline plan for instructing students about research ethics (250 words).

Include copies of any printed materials that will be supplied to students (see Section D: Appendices).

5. Submission and Approval of Proposals

Outline the procedures for submission and approval of student research proposals, and the plan for monitoring student research projects (250 words).

Section C: Ethical Considerations

6. Consent

Outline the method that will be used to gain consent of participants (250 words).

Copies of information letters and/or consent forms must be included with this application (see Section H: Appendices).

7. Privacy

Describe the measures that will be taken to ensure the privacy of participants (250 words).

8. Data Storage

Describe where and how all data (electronic and hard copy) will be stored (250 words).

9. Data Disposal

Describe how and when all data (electronic and hard copy) will be destroyed (250 words).

10. Location

Will the research be conducted off-campus?

Yes

No

If yes, indicate where the research will be conducted, and describe why this is necessary (250 words).

11. External Sponsorship

If the research is being conducted for an external sponsor, will the sponsor(s) be paying any fees to Humber or to the students?

N/A

Yes

No

If yes, indicate who the sponsor is, the amount of fees involved, who they are being paid to, and what the sponsors expect to receive in return (250 words).

12. Potential for Mandatory Reporting

Is it reasonably possible that the observations made during the research process could include information that is subject to mandatory reporting (e.g. child abuse)? Yes No

If yes, describe the nature of the information that may be subject to mandatory reporting, the type of harms that may be uncovered, and the provisions made for mandatory reporting (250 words).

13. Involvement of Schools, School Districts, First Nations Bands

Will the research process involve contacting a school, school district, company or First Nations Band? Yes No

If yes, describe the process for ensuring that approval has been granted for the employees or members of the agency, school, school district, company or First Nations Band to participate in the research (250 words).

14. Involvement of Civil Servants or Managers of Agencies or Firms

Will the research process involve interviews with civil servants or managers of agencies or firms?

Yes

No

If yes, describe the process for ensuring that approval has been granted for the employees or managers of the agencies or firms to participate in the research (250 words).

15. Audio or Video Recording

Will data be audio or video recorded?

Yes

No

If yes, describe how the audio or video data will be protected, and include a release for use of this data on the consent form. Include a copy of the consent form with this application (see Section D: Appendices) (250 words).

Section D: Appendices

16. Appendices

Provide a list of the documents that will be attached, including the title and total number of pages of each document.