

**Humber Research Ethics Board (REB) Bulletin No 2 /2019**

**This informational bulletin is part of the Humber REB's public awareness initiatives.**

**May 2019**

**Are your students doing research involving human participants? Read more...**

**Research Ethics Approval for Course-based Research Involving Human Participants**

Course-based research occurs in courses that have a minimal-risk class project or activity that is designed to develop research skills. The projects or activities may require students to collect data from human participants, conduct interviews, distribute a survey, or analyze research data. These courses are designed to teach students about research methodologies, processes, techniques, and standard research practice.

Although results of the research may not be published, there exists a risk to participants, therefore, Humber Research Ethics Board approval is required. At Humber College, the HREB requires that instructors submit a course-designation application for course-based research activities.

A course designation means instructors act on behalf of the HREB in ensuring their students are following research ethics guidelines as outlined in the [TCPS2](#) and in [Humber's ethical guidelines on researching involving human participants](#). While instructors take responsibility for student research, they must also educate their students on specific aspects of research, notably, recruitment strategies, informed consent, voluntary participation and the right to withdraw, confidentiality and protection of personal data, and data storage.

The HREB does not accept REB applications from undergraduate students.

**Course-designation Review Process**

- ✓ The instructor submits the completed [REB Course Designation Application Form](#), supplementary documents, and the [TCPS 2](#) certificate, to [reb@humber.ca](mailto:reb@humber.ca).
- ✓ The REB Coordinator delegates the application to two REB members, who provide input to the REB Coordinator. The REB Chair also reviews and provides the “stamp of approval” on all course-designation applications
- ✓ The REB Coordinator communicates the decision to the instructor (i.e. revisions required, approval granted).
- ✓ For an approved course designation, the instructor will receive a formal letter for a two-year approval, which is renewable for another two years.

## **Quick Links**

[REB Course Designation Application Form](#): for courses that have never held course-designation approval, or have an expired course-designation approval.

[REB Course Designation Amendment Request Form](#): for courses that have an existing course-designation approval but need to make minor revisions, such as changes to participant recruitment process, research instruments used).

[REB Course Designation Continuation Request Form](#): for courses that have course-designation approval expiring, this request for continuation should be submitted a minimum of 30 days prior to approval expiration.

## **Tips on Completing the Course-designation Form**

- Be sure to provide copies of the assignment, any templates that will be given to students, and other supporting documents.
- Please allow up to 10 business days for a course designation to undergo initial review and to receive input from the HREB.
- The HREB does not process applications during July and August.