This form shall be used by faculty/instructors to receive clearance by the Research Ethics Board (REB) to assign course-based research projects involving human participants and to receive approval to serve as delegated non-REB members for the students’ course-based projects. If the approval is granted by the REB, the faculty member/instructor will have the responsibility to review and monitor the ethical conduct of students’ research projects. Please review the Guidelines for Ethics Review of Course-Based Research Involving Human Participants before completing this form, as some course-based research assignments may be exempt from ethical review. Answer all questions and do not leave any blanks. If not applicable, type N/A.

**Date:** Click here to enter a date. **LAM#:**     (*For office use only)*

**SECTION A: GENERAL INFORMATION**

***Faculty/Instructor Information***

**Name:** Click here to enter first and last name.

**Position:** Click here to enter your position.

**School/Department:** Click here to enter your School/Department.

**Telephone:** Click here to enter your phone number.

**E-mail:** Click here to enter your e-mail address.

***Course Information***

**Course Title:** Click here to enter course title.

**Course Code:** Click here to enter course code.

**Program:** Click here to enter program.

**Course Start Date:** Click here to enter course start date.

***Purpose of This Form***

New Application

Renewal *(describe the changes from your original submission, if applicable)*

Click here to describe changes.

**SECTION B: DOCUMENTS FOR SUBMISSION**

To avoid delays, documents 1-5 must be submitted along with this application:

***Required Documents***

***Attached***

1. Course Outline  Yes
2. Assignment Outline  Yes
3. Faculty/Instructor TCPS2 Certificate  Yes
4. Student TCPS2 Certificates  Yes
5. Student Project Descriptions/Research Questions  Yes

***Additional Documents Provided to Students for This Assignment***

1. Recruitment Materials  Yes  No
2. Research Instruments/ Tools  Yes  No
3. Letters of Information/ Consent Form (template use encouraged)  Yes  No

***Below List Any Other Documents Being Submitted Not Listed Above***

1. Click here to enter additional document.
2. Click here to enter additional document.
3. Click here to enter additional document.

# SECTION C: GENERAL ASSIGNMENT & COURSE INFORMATION

***Below Provide Details on Assignment and Course***

1. How does this assignment link to the course learning outcomes?  
   Click here to enter text.
2. How many students are enrolled or are estimated to be enrolled in the course?  
   Click here to enter text.
3. How many separate projects are anticipated?  
   Click here to enter text.
4. Are there additional research collaborators (e.g., industry partners) involved in the proposed research assignment?  
   **Please select one.**
   1. If YES, briefly discuss how they will be actively involved in the in the research.  
      Click here to enter text.

**SECTION D: RISKS & CONFLICT OF INTEREST**

***Below Provide Details on Risks and Conflict of Interest***

1. Do you perceive or anticipate any risks/conflict of interest to/with participants?  
   **Please select one.**
   1. If YES, please describe the type of risk(s) and/or conflict of interest(s) and the actions you will take to manage them.  
      Click here to enter text.

**SECTION E: ENSURING ETHICAL CONDUCT OF STUDENT COURSE BASED RESEARCH PROJECTS**

***Below Provide Details on Ethical Conduct***

1. Explain how the importance of the ethical conduct of research will be taught to student researchers and other research collaborators. At a minimum, the REB requires completion of the online TCPS 2 Core Tutorial Course for all student researchers and other research collaborators.  
   Click here to enter text.
2. Please provide any other information that may be relevant regarding your course-based research assignment.  
   Click here to enter text.

**SECTION F: INSTRUCTOR COURSE-BASED RESEARCH AGREEMENT AS DELEGATED NON-REMEMBER FOR THE REVIEW OF COURSE-BASED RESEARCH ASSIGNMENTS**

**By checking this box and sending an electronic copy through my Lambton College email account,** Click here to enter e-mail**; I,**Click here to enter first and last name.**, certify that it will serve as my official digital signature; and that I acknowledge, understand, and agree to the statements below (I-IX).**

Please check to acknowledge that you agree with the following:

1. The information provided in this form is accurate.
2. I have reviewed and agree to abide by the guidelines stated in the:
   1. [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](http://www.pre.ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html) [2018](http://www.pre.ethics.gc.ca/pdf/eng/tcps2-2014/TCPS_2_FINAL_Web.pdf) (TCPS2)
   2. [Lambton College Ethical Conduct for Research Involving Humans Policy (2000-3-1)](https://www.lambtoncollege.ca/custom/Pages/Policies/Policy.aspx?id=2147491631)
   3. Lambton College Guidelines for Ethics Review of Course-Based Research Involving Human Participants
3. I will require the completion of the Student Course-Based Research Application Form for each student project.
4. I will evaluate all student projects using the Reviewer Checklist for Non-REB Member Delegated Reviews.
5. I will ensure that the design and implementation of all student projects will be conducted within the criteria and guidelines for course-based student projects as stated in the TCPS 2 and the Lambton College Guidelines for Ethics Review of Course-Based Research Involving Human Participants.
6. I will be available to students and serve as a mentor, provide assistance in solving problems, and guide students throughout the research process.
7. I will immediately report any changes to the course-based research assignment as well as any adverse or unanticipated events and or situations that may impact the welfare of participants/researchers (e.g., potential for risks or an increase in risks, conflict of interest, change in methodology, etc.) to [reb@lambtoncollege.ca.](mailto:reb@lambtoncollege.ca)
8. I will submit an electronic copy of all documentation related to these projects with the end of study report. This includes:
   1. Student Course-Based Research Application Forms
   2. Reviewer Checklists for Non-REB Member Delegated Reviews
9. I will retain hard copies of paper documents such as consent forms for a period of at least two years. These documents will be held in a secure location such as in a locked filing cabinet drawer, in a locked office. Following this time period, documents will be shredded.

**Submission Instructions: Please email the application to** [reb@lambtoncollege.ca](mailto:reb@lambtoncollege.ca)