



## Form CW1: Course Work-Related Research Involving Human Participants

(Please print clearly or type)

Course Directors are to complete this form (pages 1-4) and deliver it to their programme office.

Course Director	
Contact information	Office address and phone number:  Email:
Course Number and Title	
Research project title	
Dates	Research to begin _____ Research scheduled to end _____

Is this a revised version of a previously submitted protocol? YES \_\_\_ NO \_\_\_  
 Was the last version approved or denied? Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

### DECLARATION

I have examined the guidelines and principles detailed by the HPRC and on the Faculty of Graduate Studies Course Director Information Sheet, and I am familiar with the *Senate Policy for the Ethics Review Process for Research Involving Human Participants*. I confirm that, to the best of my knowledge, this research conforms to the required guidelines. I will notify the programme ethics committee if any major changes are made to the human participants' part of this research project. I will also notify the ethics committee if any unforeseen risks not specified in the research proposal arise. If this occurs, the study will be suspended pending clarification.

I am aware of my responsibilities to submit the FGS Course Reporting Form to the Graduate Programme within two weeks of the end of classes.

\_\_\_\_\_  
Course Director's signature

\_\_\_\_\_  
Date

### ETHICS COMMITTEE STATEMENT

We, the members of this Graduate Programme Ethics Committee, confirm that we reviewed the project listed above according to ethical standards established in the *Senate Policy for the Ethics Review Process for Research Involving Human Participants*. We confirm that this project complies with these standards.

Graduate Programme: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Protocol Status: APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

Committee Member Signatures: \_\_\_\_\_

A **copy** of this page will be returned to the Course Director as notification of the committee's decision. The Course Director is to keep the approved protocol form for two years. The Graduate Programme Assistant will keep the **original** of this page and submit it to the Graduate Programme Director by May 31<sup>st</sup> for reporting.

**EDUCATIONAL ELEMENT**

How will you, as the Course Director, educate your students on ethical practices in research? At a minimum, the instructor should make students familiar with York University's *Senate Policy for the Ethics Review Process for Research Involving Human Participants* and the basic principles by which ethical research involving human participants is conducted. The online TCPS tutorial is a recommended resource ([www.pre.ethics.gc.ca](http://www.pre.ethics.gc.ca)).

**ADVISORY ROLE**

How will you, as the Course Director, advise students of their responsibilities as researchers conducting research involving human participants?

- a. Will you explain research design and methodology (including recruitment methods)

Yes

No

- b. Will you explain the necessity of obtaining informed consent; what informed consent means, and how informed consent is appropriately obtained for the research that is being conducted?

Yes

No

- c. Will you explain the concepts and importance of: confidentiality and anonymity; informing participants of risks and benefits of the research; how to properly instruct human participants; and how to deal properly with storing data, including storing signed informed consent forms for two years and signing the Graduate Student Researcher Confirmation form, confirming in writing that they adhered to the protocol?

Yes

No

**PROJECT OVERVIEW**

1. Research Objectives:
2. Will participants be provided with an explanation of the research prior to their participation (if no, please elaborate)?
3. What is required of participants? (If applicable attach sample questionnaire, etc.)
4. Who are the participants? Is substitute consent involved? (e.g. children, youths under 18, incompetent adults, etc. -- if yes, please elaborate)
5. What is the recruitment method?
6. What are the benefits to the participants?
7. What are the risks to the participants?
8. Is deception involved? (if yes, please elaborate and include debriefing details if applicable)
9. Will the participants remain anonymous? (if no, please elaborate)  
(Note: It is expected that participants remain anonymous unless participants explicitly give their permission otherwise, usually in writing)
10. Will the data be kept confidential and by what method? (if no, please elaborate)  
(Note: It is expected that the data will be kept confidential unless the participants explicitly give their permission otherwise)

## **INFORMED CONSENT**

INFORMED CONSENT MUST BE OBTAINED FROM ALL HUMAN PARTICIPANTS.

How will informed consent be obtained?

- Informed consent forms (*please attach draft version*)
- Letters (*please attach draft version, and explain why an Informed Consent Form is not being used*)
- Verbally (*please attach a draft script of what participants will be verbally told, and explain why an Informed Consent Form is not being used.*)

Your informed consent form, letter, or verbal script must contain the following elements:

- Contact Information for the Course Director and the Student Researcher
- Brief summary of the research, including objectives and methodology, or a statement indicating why this information cannot be provided (perhaps at that time) and when (if) debriefing will occur
- Risk and/or benefits to participants
- The right to withdraw, to not answer questions and to terminate participation at any time without prejudice
- The conditions that will be maintained regarding confidentiality and/or anonymity
- Any other issues the participants should be aware of
- Signature/date lines – for researcher and participant (when using an Informed Consent Form)

**PLEASE NOTE, STUDENT RESEARCHERS ARE RESPONSIBLE FOR KEEPING INFORMED CONSENT FORMS ON FILE IN A SAFE AND SECURE LOCATION FOR TWO YEARS AFTER THE CONCLUSION OF THE PROJECT**