COURSE-BASED Research Ethics Application Guide

This guide describes the Course-based Research Ethics Application (course REB application) process for Emily Carr University courses that involve research with human participants. All research involving participants requires approval of the Emily Carr University Research Ethics Board (ECU-REB) prior to the start of any research activities with participants. Linked or continuous courses and sections can be combined in a single year-long (renewable) course REB application.

For research activities that present **low to minimal risk** to participants, the ECU-REB will delegate the review of individual student projects to instructors. Student projects that present **more than minimal risk**, require additional review by the ECU-REB.

Course REB Application Instructions

Step 1 - Identify the applicants and courses (sections) & register on Romeo
One lead instructor needs to be identified for the role of Principal Investigator (PI), with instructors of all the courses and sections listed on the application as Project Team Members.

Every team member (i.e. all the instructors) must be registered on the [Romeo Research Portal.](#) Any team member can complete and save the application but only the PI can submit it.

Step 2 – Start the "Application for Course-Based Research Ethics Approval"

Any member of the applicant team can begin a new course REB application.

From the Researcher Portal home page, select "Apply New",
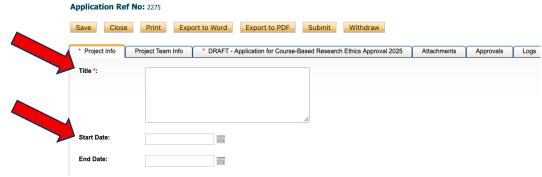

Then, select "Application for Course-Based Research Ethics Approval",
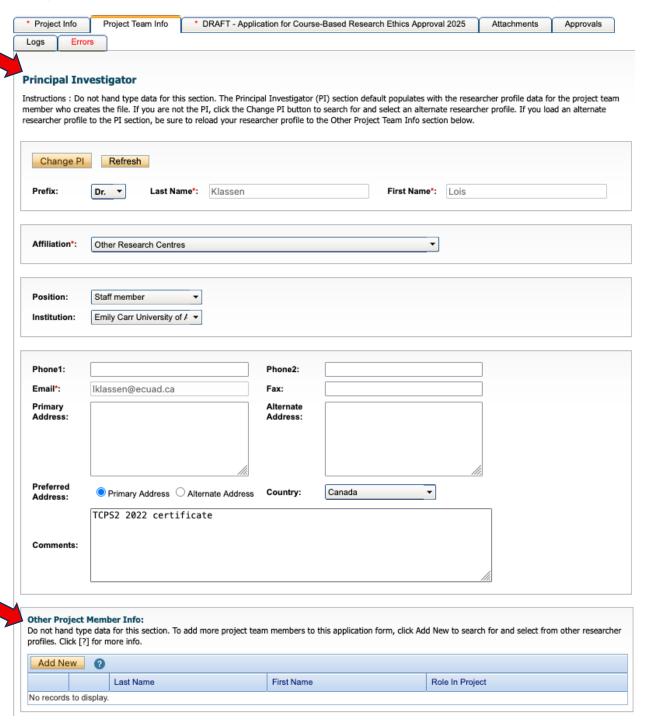

Step 3 – Complete the Application & Submit

Begin the application, by listing a title and timeline for the course (or linked courses),
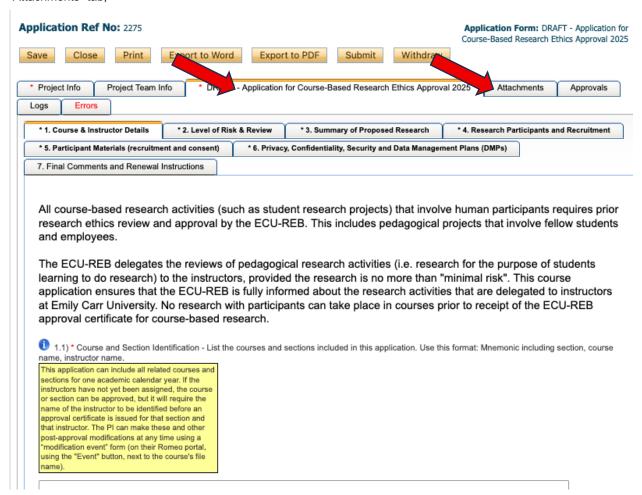

ECU-REB, 2025

In the "Project Team Info" tab, select instructors' names from registered names in the sections for "Principal Investigator" (the lead applicant) and "Other Project Member Info" (for all other instructors in the section),

* Project Info	Project Team Info	* DRAFT - Application for Course-Based Research Ethics Approval 2025	Attachments	Approvals
Logs	Errors			

Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

Change PI   **Refresh**

Prefix:	Dr. ▼	Last Name*:	Klassen	First Name*:	Lois

Affiliation*: Other Research Centres ▼

Position: Staff member ▼
Institution: Emily Carr University of A ▼

Phone1:		Phone2:	
Email*:	lklassen@ecuad.ca	Fax:	
Primary Address:		Alternate Address:	

Preferred Address: ● Primary Address ○ Alternate Address   **Country:** Canada ▼

Comments: TCPS2 2022 certificate

Other Project Member Info:

Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

Add New ❓

		Last Name	First Name	Role In Project
No records to display.				

Then, complete the application by answering all the questions in the "Application" tab and attaching documents in the "Attachments" tab,

Application Ref No: 2275

Application Form: DRAFT - Application for Course-Based Research Ethics Approval 2025

Save | Close | Print | Export to Word | Export to PDF | Submit | Withdraw

* Project Info | Project Team Info | * DRAFT - Application for Course-Based Research Ethics Approval 2025 | Attachments | Approvals

Logs | Errors

* 1. Course & Instructor Details | * 2. Level of Risk & Review | * 3. Summary of Proposed Research | * 4. Research Participants and Recruitment

* 5. Participant Materials (recruitment and consent) | * 6. Privacy, Confidentiality, Security and Data Management Plans (DMPs)

7. Final Comments and Renewal Instructions

All course-based research activities (such as student research projects) that involve human participants requires prior research ethics review and approval by the ECU-REB. This includes pedagogical projects that involve fellow students and employees.

The ECU-REB delegates the reviews of pedagogical research activities (i.e. research for the purpose of students learning to do research) to the instructors, provided the research is no more than "minimal risk". This course application ensures that the ECU-REB is fully informed about the research activities that are delegated to instructors at Emily Carr University. No research with participants can take place in courses prior to receipt of the ECU-REB approval certificate for course-based research.

ⓘ 1.1) * Course and Section Identification - List the courses and sections included in this application. Use this format: Mnemonic including section, course name, instructor name.

This application can include all related courses and sections for one academic calendar year. If the instructors have not yet been assigned, the course or section can be approved, but it will require the name of the instructor to be identified before an approval certificate is issued for that section and that instructor. The PI can make these and other post-approval modifications at any time using a "modification event" form (on their Romeo portal, using the "Event" button, next to the course's file name).

Once all the sections are completed (and "errors" are resolved), the PI can select "Submit" to send the application for review by the ECU-REB.

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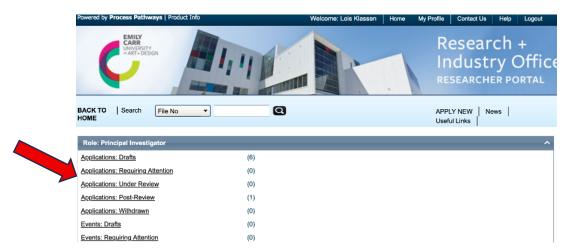## Attachments & Required Documents

- **TCPS2: CORE** (Course on Research Ethics, 2022) is required for all instructors. Certificates do ***not*** need to be uploaded but they should be available if needed.
- A **Course syllabus** for each course or section must be attached to the application. No section will be approved until the syllabus is reviewed. The syllabus should include research with participants and student training for research with participants.
- **Consent Forms** in undergraduate courses are typically pre-designed by the instructors, with space for students to enter unique details of their projects. The Course Consent Form Template is here.
- Instructors are invited to revise the **Recruitment Guide** for use in courses. ECU-REB Recruitment guide is available here.

Instructions for Post-Approval Modifications

Additional courses and sections can be added to an approved year-long Course REB Application. Instructors (team members) can be changed through the same process. Use the Modification Event form to request approval of post-review details.
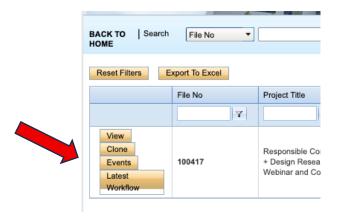
Step 1 – Fill out a Post-Review Modification Event Form

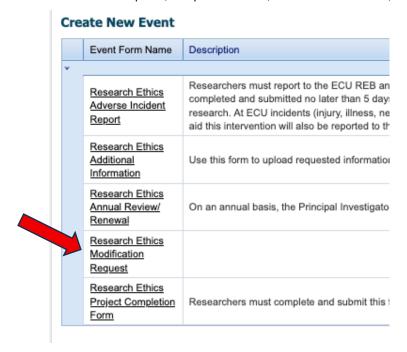Find the approved application in the "Post-Review" section on the Romeo home page.

Select the "Events" forms,

Step 2 – Complete & Submit Modification Event Forms

Select "Research Ethics Modification Request", complete the form, and submit for review,

Make sure modification requests include the added section's course syllabus, the added instructors' names, and any other changes to the original application.

Note: Use **"Research Ethics Annual Review/Renewal" Event form** to complete the Final Report for the Course REB Application.