



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.

A screenshot of the Romeo Research Portal login page. The header features the Emily Carr University logo, a building image, and the text 'Research + Industry Office RESEARCHER PORTAL'. Below the header, there is a login form with fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgot Password?' and 'Need Help?'. A small message above the form states: 'Welcome to the Research Portal, please log in here. If you are already a registered user, but don't have an account yet, please log in here. If you are a new user, please click the link below to register. Click the link below to register. If you are a new user, please click the link below to register.' The 'Forgot Password?' link is highlighted in blue.



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”,

Powered by Process Pathways | Product Info | Welcome: Lois Klassen | Home | My Profile | Contact Us | Help | Logout

Emily Carr University of Art + Design

Research + Industry Office
RESEARCHER PORTAL

BACK TO HOME | Search | File No: [dropdown] [search icon]

APPLY NEW | News | Useful Links

Role: Principal Investigator

Applications: Drafts	(6)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(1)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)

Then, select “Application for Course-Based Research Ethics Approval”,

BACK TO HOME | Search | File No: [dropdown]

New Application Forms

Office of Research Ethics

Application Name	Description
Application for Human Research Ethics - REVISED 2017, 2022, 2024	Use this form for all n include other REBs in UBC RISE platform. C
Application for Human Research Ethics: Course-Based Research	
Multi-Jurisdictional Application for Human Research Ethics	Use this application f TCPS2 (2014)
- Research Ethics Exemption Tool	This application is in i
Application for Course-Based Research Ethics Approval 2025	This application is in i

Step 3 – Complete the Application & Submit

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

Application Ref No: 2275

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

Title *: [text area]

Start Date: [calendar icon]

End Date: [calendar icon]

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 /

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.

i 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.

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



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.

The screenshot shows the Emily Carr University Researcher Portal. The header includes the university logo, a welcome message for Lois Klassen, and navigation links (Home, My Profile, Contact Us, Help, Logout). Below the header is a search bar and a 'File No' dropdown. The main content area is titled 'Role: Principal Investigator' and lists various application and event statuses with their respective counts. A red arrow points to the 'Applications: Post-Review' link, which shows a count of (1).

Role: Principal Investigator	
Applications: Drafts	(6)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(1)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)



Select the “Events” forms,

BACK TO HOME | Search File No

Reset Filters Export To Excel

	File No	Project Title
View Clone Events Latest Workflow	100417	Responsible Co + Design Resea Webinar and Co

Step 2 – Complete & Submit Modification Event Forms

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

Create New Event

Event Form Name	Description
Research Ethics Adverse Incident Report	Researchers must report to the ECU REB an completed and submitted no later than 5 day: research. At ECU incidents (injury, illness, ne aid this intervention will also be reported to th
Research Ethics Additional Information	Use this form to upload requested information
Research Ethics Annual Review/ Renewal	On an annual basis, the Principal Investigato
Research Ethics Modification Request	
Research Ethics Project Completion Form	Researchers must complete and submit this i

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.