research ethics | YORK UNIVERSITÉ UNIVERSITY
Office of Research Ethics
York University
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COURSE DIRECTOR RESPONSIBILITIES:
Course-Related Research Involving Human Participants

Research that is Subject to Review

All course-related (undergraduate and graduate), non-funded, minimal-risk[1] research, including MRPs, is to be reviewed by the relevant unit level Delegated Ethics Review Committee. Research subject to review includes, but is not limited to: surveys, questionnaires, interviews, participant observation and secondary data analysis.

NOTE: Research conducted by students that is more than minimal risk and /or involves Aboriginal peoples and/or involves clinical trials**, must be** reviewed by the Human Participants Review Committee (HPRC). Please contact the Office of Research Ethics (ORE) at ore@yorku.ca for further information.

When Research Subject to Review is Conducted using a Generic Protocol

The Course Director has the following Responsibilities:

1. *Protocol* – to fill out a Generic Protocol – Course Related Research Involving Human Participants and submit the protocol (and related documents such as the Informed Consent Form) to the appropriate Delegated Ethics Review Committee for review and approval before the research commences.

2. *Educational element* – to instruct students on ethics and ethical issues associated with research involving human participants. At a minimum, the Course Director will ensure that all students in the class have completed the TCPS tutorial and have submitted a copy of their certificate of completion. Further, the Course Director will ensure that students are familiar with the York University Senate Policy, Research Involving Human Participants and the basic principles by which ethical research involving human participants is conducted.

3. *Advisory role* – the Course Director advises students of their responsibilities as a researcher conducting research involving human participants, as it will relate to:

- Research design and methodology (including recruitment methods);
- The necessity of obtaining informed consent; what informed consent means, and how informed consent is appropriately obtained for the research that is being conducted; assent and parental consent when participants are under the age of 16;
- Adhering to all aspects of the protocol; deviation from an approved protocol represents research misconduct. Advise students that should a change to the protocol be required an amendment application must be submitted to and approved by the relevant Delegated Ethics Review committee prior to amending any aspect of the research ethics protocol.

4. *Reporting* - The Course Director also has reporting responsibilities, and is required to submit to the Unit's Chair, by the time course grades must be handed in, a completed and signed Course Direct Reporting Form: Course Related Research Involving Human Participants. It lists, as a minimum, the name or title of each individual research project undertaken by the students in the course, together with the name of the student researcher and signed confirmation from each student that they adhered to their responsibilities and have completed the TCPS tutorial.

When Research Subject to Review is conducted using an Individualized Protocol

The Course Director/Faculty Advisor has additional responsibilities:

[1] Minimal risk means: For the purposes of Research Ethics Review, "minimal risk" research is defined by the TCPS as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research.

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5. *Instruction* – to instruct students regarding their responsibilities in conducting individualized research projects and to advise students that they must complete and submit the Individualized Protocol – Course Related Research Involving Human Participants to the relevant Delegated Ethics Review Committee. Course Directors are also advised that they should provide the *Educational element* and fulfil the *Advisory role* described above. Further, Course Directors are to advise students that should their research involve more than minimal risk, Aboriginal/Indigenous peoples or clinical trials, that they must contact the Office of Research Ethics (ore@yorku.ca) for direction regarding the appropriate review process.