

Guidance for Instructors Reviewing Student Ethics Applications

Once you have obtained your course ethics approval from the Office of Research Ethics you will need to collect and review the following documents as appropriate for individual projects before students can begin their research activities. If you have any questions please email dore@sfu.ca or call the ethics office at 778-782-6618.

1. **CORE tutorial certificate**, all SFU affiliated researchers, including students must complete the TCPS2 CORE tutorial before beginning their study activities. Students must submit their certificate of completion with their study application. The tutorial takes approximately three hours to complete.
2. **Study Plan**, this document should contain the entirety of the students plans for how they will conduct their research. This includes:
 - A. Brief overview of the research project and the types of questions students will be pursuing. Lit reviews are not needed for ethics applications unless there are concerns about the risk to participants.
 - B. Description of the participant population with justification.
 - What parameters are being set by the student and are they appropriate for the project.
 - C. Description of the consent process.
 - How will students ensure that their participants understand all of the information on the consent form? How will the student document this consent?
 - Written consent, oral consent, in person or over the internet?
 - Ensure use of the consent form template, when will the participant receive the form?
 - D. Description of the study activity.
 - What will they have the participants do: Interviews, focus groups, surveys, etc.
 - Indicate how much time will be required of the participant when involved in the study.
 - E. Will participants receive remuneration for their participation?
 - For example, a 10-dollar Starbucks card, or other. Remuneration is not an ethics requirement.
 - F. Description of the recruitment plan.
 - How will recruitment happen? If used, where will posters or social media posts be posted?
 - Ensure that contact information or any other detail about potential participants is not given to the investigator without first obtaining permission from those potential participants. Alternatively, students can have others pass their recruitment material or consent form along to potential participants
 - Students are allowed to recruit people who have publicly available contact information. The initial email used to contact new participants should be included in the application, as should all participant facing documents
 - G. Description of how data will be stored.

- Please note that the primary purpose of a course ethics approval is to allow students to practice research methodologies. Any identifiable information at the end of the course should be deleted or destroyed unless otherwise discussed with ORE.
 - The SFU REB strongly encourages the use of SFU servers to store research data. Examples of these are SFU Vault, Canvas, and closed networks on campus.
 - Students should NOT store their data on cloud services such as Dropbox, Google Drive, and One Drive. These companies are American owned and therefore fall under the Cloud Act allowing the American government to access all data stored by American companies.
 - H. If organizational approval is required it is not up to the potential participant to secure permissions from their organizations or institutions, it is the responsibility of the investigator.
 - Please clarify if organizational approval is appropriate/required and will be sought.
 - If so, copies of the approval will need to be collected by the student investigator and provided to the instructor.
 - If not, please clearly indicate this in the Study Details and Consent Form.
- 3. Recruitment Materials**, recruitment materials include any and all posters, social media posts, emails, etc.
- A. Ensure that all participant facing documentation has the SFU logo at the top, a version number and full document date day/month/year.
 - B. Ensure that the advertisement includes contact information for the student investigator
 - C. The recruitment materials should be easy to read and accurately represent the project.
 - D. For social media posting: The recruitment script for the social media posts should make it clear that interested participants should contact the student investigator directly rather than liking, sharing, or responding to the recruitment post publicly in order to protect their confidentiality.
- 4. Consent Materials**, please use the Consent Form Template for Course Ethics Projects.
- A. You may edit this template before giving it to your students to make it more appropriate for your course. Alternatively, students can edit the template and the instructor can approve them individually.
 - B. Ensure that consent forms are written at an appropriate literacy level for the intended participants.
- 5. Course Approval Letter**
- A. Once ORE has approved your course ethics application you will be provided with an approval letter for you to use when approving student projects. This will be uploaded into the notes and admin section of the application along with the approval letter.