



## Guidelines for Ethics Review of Course or Honours Projects

### 1.0 General

- 1.1 Students proposing to conduct research involving human participants for a course project or Honours thesis project must complete an Office of Research Ethics (ORE) application form for ethics review. An [ORE Form 101A](#) is completed for group course projects while an ORE [Form 101](#) is completed for Honours projects. One copy of ORE Form 101/101A and attachments are submitted to the course instructor or project supervisor for review and signature. Once the instructor/supervisor and student(s) have signed the ORE Form 101/101A the application with attachments is delivered to the ORE along with submitting the online version of the Form 101/101A. An application for a group course project must be submitted to the ORE at least 4 weeks prior to the last day of classes for the term. Projects with human participants must not proceed until the ORE 101/101A application has received full ethics clearance from the ORE. Student investigators will be informed of this via email notification sent to all investigators listed on the application (see 4.6).
- 1.2 Student Researchers are encouraged to [contact the ORE](#) with any questions concerning their ethics application, including attachments.
- 1.3 A course instructor may submit one research ethics [application to cover all individual or group projects](#) for the course. This application should be submitted at the end of the term prior to the term for course delivery.

### 2.0 Procedures for Application for Ethics Clearance

- 2.1 Consult and use information on the ORE website:
  - [Guidelines](#) (e.g., University of Waterloo Statement on Human Research, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2<sup>nd</sup> edition (TCPS2), ORE Guidelines),
  - [online form 101/101A](#) application
  - [sample](#) attachments for recruitment materials, information-consent letters, feedback letters.
- 2.2 All student researchers involved in a research project and/or listed on a form 101/101A for a research project [must complete](#) the [TCPS2 tutorial](#) before submitting a research ethics application. If a student completed the TCPS2 tutorial while at another institution they can submit a copy of their certificate with the application.
- 2.3 The on-line version of the [Form 101/101A](#) must be completed. The on-line version can be saved, printed, and edited. Undergraduate students can only access the online form while on campus. Graduate students can access the online form 101/101A off campus

using [vpn](#). The application should not be electronically submitted until it has been reviewed, approved, and signed by the Instructor or Project Supervisor. Once the application has been submitted online it can no longer be edited. The attachments (e.g., recruitment materials, information letter, consent form, feedback letter) cannot be included with the online version of the Form 101/101A but must be included with the paper copy.

The Instructor/Project Supervisor's signature indicates that the supervisor has read the application, supports the project, deems the project to be worthwhile and valid, agrees with the assessment of risks, and agrees to provide the necessary supervision of the student researcher.

- 2.4 Once the copy of the ORE Form 101 is ready to be forwarded to the ORE, Needles Hall, Room 1024, the online version is to be submitted.

### **3.0 Materials (i.e., Attachments) Required as Part of the ORE Ethics Review Process**

The **paper** copy of the ORE Form 101/101A application must have the following appended to it.

- 3.1 A copy of the recruitment materials (e.g. oral or telephone script, poster advertisement, etc.) to be used to recruit participants. This includes recruitment on campus (e.g. in class) and off-campus (e.g. senior centres, fitness clubs, etc.). Group sign-up sheets may not be used for recruitment due to privacy issues.
- 3.2 A copy of any questionnaire(s), survey(s), interview protocol/questions, focus group questions, standard protocol(s) etc. to be used to collect data.
- 3.3 A copy of the Information Letter and Consent Form(s) to be used. If minors (i.e., persons under the age of consent) are involved, permission of parents or guardians must be sought using an Information Letter and Permission Form. Refer to the available [Sample Information-Consent Letters](#). These samples can be copied and modified.
- 3.4 A [feedback letter or letter of appreciation](#) to be provided to research participants.

### **4.0 Timing for Ethics Review the Application (ORE Form 101/101A) and the Ethics Review Process**

The ethics review process normally requires three weeks from the date the application package is received in the ORE. However, if the application is incomplete or if the application is identified by the ORE as requiring ethics review by a University of Waterloo [Research Ethics Committee](#) additional time may be required. In addition, time must be allowed by the applicant to complete any required revisions and have these reviewed. Psychology Honour's project applications, accessing just REG/SONA, are first submitted to the [REG Coordinator](#) and the application may be reviewed through the Psychology Delegated Ethics Review Committee.

- 4.1 On receipt of the application in the ORE, an email notice of receipt of the application and the assigned ORE number will be sent to all investigators listed on the application.

- 4.2 If materials are missing either (i) an email will be sent to all listed investigators to identify the omission and resolve it or (ii) the application will be returned to the course instructor or supervisor. For the latter case the initial email with the assigned ORE number is not sent.
- 4.3 Once the application is complete and an ORE number assigned, the application is allocated to a reviewer.
- 4.4 Following the initial review, an ethics review feedback email will be sent to all investigators listed on the application outlining all revisions and comments that must be addressed.
- 4.5 The revisions and responses to the comments are submitted to [ohrac@uwaterloo.ca](mailto:ohrac@uwaterloo.ca) **by one of the student investigators**, clearly indicating the applicable ORE # and investigators. If the response to the feedback email is a reply then this information will appear in the response. These are to be provided to the Office of Research Ethics within 10 days. There may be more than one round of ethics review feedback from the reviewer and responses/revisions from the investigators.
- 4.6 Once all comments and revisions are addressed, the project will then receive full ethics clearance. Notice of ethics clearance will be by email. The course instructor or project supervisor will receive the ethics clearance certificate. Recruitment of participants is not to begin until the project has full ethics clearance.