

## Faculty Process for Ethical Review of Student Projects Involving Human Participants

Students engaging in research projects that involve human participants must follow Vancouver Island University's [Ethical Review Guidelines](#)<sup>1</sup>. Student research projects that are determined to be of [minimal risk](#)<sup>2</sup>, do not involve deception, and are part of a course must be approved by a Faculty Ethics Review. This process involves the course instructor and the Faculty of Health and Human Services Ethics Review Committee.

The student's research proposal must include:

- Completed Research Ethics Board [Application for Ethical Review](#)<sup>3</sup> (submitted to your faculty supervisor rather than the REB)
- A completed REB [Departmental Ethical Review of Student Projects Checklist](#)<sup>4</sup>.
- Copies of all project documentation, including: [Informed consent forms](#)<sup>5</sup> and/or [debriefing](#)<sup>6</sup> forms, questionnaires, test items, sample tasks, interview questions, , advertisements to recruit volunteer participants (i.e. newspaper, poster, flyer), contact letters and scripts.
- A signed copy of the Faculty's [Statement on Ethical Issues](#)<sup>7</sup> (may be submitted electronically to faculty supervisor)
- Copy of [TCPS Tutorial Certification](#)<sup>8</sup>

Students cannot begin research without receiving Faculty ethical approval. Therefore, students need to submit their proposals for ethical review in a timely fashion, as all proposals are subject to revisions and/or full ethical review by Vancouver Island University's Research Ethics Board.

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1 [http://www.viu.ca/REB/Application\\_information.asp](http://www.viu.ca/REB/Application_information.asp)

2 <http://www.viu.ca/REB/documents/minimalriskchecklist.pdf>

3 <http://www.viu.ca/REB/documents/rebapplcn.doc> - download the fill-in application, then submit to your course instructor/supervisor

4 <http://www.viu.ca/REB/documents/applicationfordepartmentalethicalreviewofstudentprojects-checklist.pdf>

5 <http://www.viu.ca/research/VIUREB/documents/researchconsentform.pdf>

6 <http://www.viu.ca/REB/documents/exampledebriefingform.pdf>

7 <http://www.viu.va/hhs/documents/Statementofethicalvalues-studentsignatureformSept2010final-LEAreviewed.docx>

8 <http://www.pre.ethics.gc.ca/english/tutorial/>