**Guidelines for the Role of the Faculty Member and the School/Dept. or Faculty Committee in the Ethics Review of Undergraduate Student Research Assignments**

This document is the companion piece to Responsibilities of Undergraduate Students as Researchers in Class Assignments that include Data Collection involving Human participants. It reflects the Research Ethics Board's (REB) current interpretation of Tri-Council Policy on data collection involving human participants undertaken at Ryerson University. It is intended to help faculty members review undergraduate student projects involving research with human participants and outlines the role of the faculty member and the constitution and role of the School/Dept. or Faculty Ethics Review Committee with regard to ethics reviews. The Board hopes that this document will assist students, faculty, and staff at Ryerson and facilitate compliance with the Tri-Council Policy.  
  
**Facilitating the Ethical Review of Undergraduate Student Research**

In order to facilitate the ethical review of undergraduate student research, faculty members should ensure that each student research project submitted for ethical review contains the following information, provided by the student(s):

* Student name(s)
* Project title
* Course number
* Student Self-Assessment Checklist (to be developed by the course instructor based on the section entitled "Requirements for Undergraduate Student Research Projects that are to be reviewed by a Faculty Member" in the accompanying document Undergraduate Students as Researchers)
* Proposed dates to begin and end collecting data
* Project completion date
* Purpose of project
* Project methodology
* Copy of data collection instruments to be used
* Description of participants, how sampled, how enlisted
* Description of procedures in which participants will participate
* A risk/benefit analysis
* Statement of information to be given to participants
* Statement of methods and appropriateness of methods of obtaining consent
* Copy of consent form or information
* Description of methods to be adopted to protect the right of participants to privacy,  
  anonymity, and confidentiality
* Description of feedback to be given to participants

**Data Collection and Ethical Approval**

It should be stated clearly in the outline of each course containing a student research component that data collection must not begin until the research project has received ethical approval. A certificate or letter formally acknowledging that the research project has received ethical approval should be issued for each research project.  
  
**Process**

1. Include a statement in the course outline indicating that data collection must not begin until a research project has received ethical approval.

2. Students submit research project descriptions to the faculty member teaching the related course, including all the information indicated on the Instructor's Checklist (to be developed).

3. Ethics review by faculty member, verifying that all components indicated on the Instructor's Checklist have been satisfactorily addressed.

4. A certificate or letter of approval is generated by the faculty member and given to the student.

5. The faculty member teaching the related course retains the Instructor's Checklist and supporting materials from the students, and notes the date the certificate or letter of approval was issued.

6. The faculty member teaching the related course makes an Annual Report to the School/Dept. or Faculty Ethics Review Committee by May 20.

The Annual Report should include:  
a. The academic term  
b. The School or Department  
c. The course number and title  
d. The faculty member's name  
e. The number of research projects  
f. The number of students doing research projects  
g. The approximate total number of participants involved in all research projects  
h. A line for the faculty member's signature  
i. A copy of the Ethics Certificate or Letter of Approval for each research project

7. The School/Dept. or Faculty Ethics Review Committee aggregates the reports and forwards a copy of the School/Dept. or Faculty Ethics Review Committee report to the Ryerson REB by June 1.

8. The faculty member should keep a copy of the student research project documents, including, if possible, the final product for one year following completion of the research course. If the faculty member is not in the tenure stream, he/she should deposit the materials with the School/Dept. or Faculty Ethics Review Committee. If the faculty member is in the tenure stream and will be on sabbatical, or other leave, during the year following the completion of the research course, she/he should deposit the materials with the School/Dept. or Faculty Ethics Review Committee for the duration of the leave.

**The Role of the Faculty Member**

The faculty member teaching a course that includes undergraduate student research shall:

1. Be familiar with the Tri-Council Policy Statement and the Ryerson Policy on Research Involving Humans.

2. Determine the appropriate process for the ethical review of the student research projects, using the relevant documents generated by the REB.

3. Discuss research ethics related to the research project(s) with the class prior to the commencement of data collection.

4. Review student research projects. It is important that faculty members be especially aware of potential risks to the participants that might arise in student research projects. This awareness includes taking steps to minimize such risks and knowing how to handle the risks should an adverse situation develop.

5. Monitor student research projects for their impact on human participants.

6. Report unexpected adverse effects on human participants to a School/Dept or Faculty Ethics Committee, which can refer matters to the Ryerson REB if necessary.

**The Constitution and Role of the School/Dept. or Faculty Ethics Review Committee**

The decision as to whether this Ethics Review Committee should be at the School/Department or Faculty level should be made by the Dean and Directors/Chairs of each Faculty, in consultation with faculty members. The composition of each Committee should be forwarded to the Chair of the REB at the start of each academic year.

The School/Dept. or Faculty Ethics Review Committee shall:

1. Be made up of a minimum of two faculty members.

2. Be familiar with the Tri-Council Policy Statement and the Ryerson Policy on Research Involving Humans.

3. Collect and keep on file the Annual Reports by individual faculty members.

4. Aggregate these individual Reports and send a School/Dept. or Faculty Ethics Review Committee Report to the Ryerson REB by June 1.

5. Be available to advise and assist individual faculty members with regard to student research ethics reviews.