

Title	Course-based Review
SOP Code	405.01
Effective Date	September 2023

Site Approvals

Name and Title	Signature	Date
Dr. Craig Kuziemsky, Associate Vice-President, Research	<i>Original signed</i>	October 2020
Dr. Craig Kuziemsky, AVPR	<i>Original signed</i>	September 2023

1.0 PURPOSE

This standard operating procedure (SOP) describes the review procedure for research that will be conducted for pedagogical purposes as part of a student's course.

2.0 SCOPE

This SOP pertains to Research Ethics Boards (REB) that review human participant research in compliance with applicable policies and guidelines.

3.0 RESPONSIBILITIES

All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

The REB Chair or designee are responsible for conducting the course-based delegated review.

The REB Chair or designee is responsible for oversight of the research undergoing course-based delegated review.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

When research shall be conducted by a student as part of a course, for pedagogical purposes only (e.g. to learn how to conduct research), the institution may decide that ethics review can be conducted through the delegated review procedure by the REB Chair or designee.

In delegating ethics review of course-based research, the REB should carefully select REB member(s) and ensure that they have the appropriate experience, expertise, training and resources required to review the ethical acceptability of all aspects of the proposal in accordance with this Policy.

Research undergoing the course-based review procedure must meet the criteria for delegated review:

- the projects present no more than minimal risk;
- the participants must be drawn from the general population;
- the participants must be able to give free and informed consent, and;
- the results will not be disseminated beyond MacEwan.

5.1 Course-Based Review Process

5.2.1 REB Office Personnel will perform an initial screening of the submission. If the submission covers research activity within a recognized course (with valid course code) for a pedagogical purpose, the submission is then screened against a pre-defined set of criteria for delegated review as determined by the REB. If the submission meets the delegated review criteria, it may be forwarded for course-based review.

5.2.2 For research that meets the criteria, course-based review may be conducted by the REB Chair or delegate;

5.2.3. In reviewing the research under course-based procedures, the reviewer may exercise all of the authorities of the REB, except that they may not reject the research; the research may be rejected only by the REB at a Full Board meeting.

5.2.7 The REB Chair or designee will record the decision regarding the designation of the research (i.e. course-based or full board review) and the outcome of the review. The responsible REB Office Personnel may issue the review letter or decision.

5.3 Notification of the REB

5.3.1 At minimum once per year, the REB will be informed of research that was reviewed and approved using course-based review procedures.

5.4 Documentation

5.4.1 The type of REB review conducted (i.e. course-based or FB review) is documented in the REB records and noted in the decision issued to the Researcher, where appropriate;

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
405.00	October 8 2020	Original Version
405.01	September 2023	Reviewed, 5.0 addition of criteria for course-based reviews