

Instructions for Course Work-Related Research Involving Human Participants

In the past, all research involving human participants that was conducted in graduate courses required each student to complete a TD2 form. Effective January 2006, course directors of graduate courses will have the added option of submitting a general course work protocol. The course work-related protocol is designed for instances when all students in a course are conducting research using the same methodology and instrument. At the graduate level, these instances will be less frequent than at the undergraduate level and will most likely be associated with research method courses. In other course work, graduate students will most likely still need to complete a TD2 form, as they develop their own Informed Consent Forms, interview questions, surveys, etc.

The approval and reporting of course work-related research involving human participants involves two forms, the **CW1** and **CW2**. The process is:

CW1:

1. The course director (CD) completes and signs the form before the research commences, and submits it to the graduate programme office.
2. The form is presented to the graduate programme ethics committee for review. Once approved or denied, the committee returns the CW1 to the graduate programme assistant (GPA).
3. The GPA keeps the original CW1 and sends a copy of the top page only to the CD. The CD is required to keep this page for 2 years.
4. On May 31st each year, the GPA submits all original CW1s to the GPD.

CW2:

1. At the end of the research process, all students in the course who have conducted minimal risk research approved through the CW1 process complete and sign the CW2 form.
2. The CD also signs the form.
3. When the course grades are submitted, the CD submits the signed CW2 form to the GPA.
4. On May 31st each year, the GPA submits all completed CW2 forms to the GPD.

Reporting:

Using the data provided on the CW1 and CW2 forms, the GPD will have access to information about the courses and the number of students in those courses whose research involved human participants. This information is then included in the ethics report submitted annually to FGS, on an Appendix C form.