# Checklist for Departmental REC Review

The Instructor responsible for the supervision of an undergraduate course-based research project must complete and sign this form in order to submit a project for review to a Departmental Research Ethics Committee (REC). I attest that the proposed project meets all of the following criteria:

[ ] The research only involves virtual methods (e.g., online survey, telephone or Microsoft Teams interview) and does not involve any in-person research activities.

[ ] The research is course-based (i.e. not undergraduate theses or equivalent research projects such as directed studies and major research papers). Such pedagogical activities are normally required of students with the objective of providing them with exposure to research methods in their field of study. Examples of course-based research activities include:

* + Structured or semi-structured Interviews with key informants working in a particular area/field (e.g., professors, not-for-profit organizations, employers)
	+ Surveys with family/friends/other students/members of the general public
	+ Focus groups/group interviews with employees or members of an organization or group

[ ] The supervisor will not be using the data as a part of their own research program and data will not be used outside of the course.

[ ] The research activities are considered minimal risk. Minimal risk is defined as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in the aspects of their everyday life that relate to the research. Types of risk may include physical, psychological/emotional, and social. Examples of research topics and procedures that may be considered higher than minimal risk include:

* + Ingestion, tasting, smelling, application of a substance that pose any health risk
	+ answering questions related to sexual or physical abuse, as well as self harm and suicidal thoughts or actions
	+ providing medical/health information or clinical diagnoses (e.g., depression, anxiety) particularly if associated with identifiers
	+ reporting on illegal activities

[ ] The research does not involve Indigenous Peoples, including First Nations, Inuit and Métis peoples of Canada

[ ] The research does not involve individuals, groups, or populations in vulnerable circumstances. This includes individuals who lack decision-making capacity (e.g., children, those living with cognitive impairments, persons who are not able to legally consent to participate in research).

If any of the above criteria is not met, the project must be submitted to the University Research Ethics Board (REB). Review by the REB requires a submission of a different application through the online ethics management system, Romeo. Please see [Research Ethics Board Review](https://students.wlu.ca/academics/research/human-research/research-ethics-board-review.html) for more information. Researchers and/or RECs should consult the REB if it is unclear whether or not a project meets all of the above criteria or if there are any questions or concerns about a research project prior to completing this form.

[ ] I have read the attached ethics application and reviewed the scholarly methods of the research project. I attest that they are sound and appropriate and that all necessary program reviews have taken place.

Instructor’s Name:

Instructor’s Department:

Date:

Signature:

End of form.