GEN-1 Form

Protocol for course-related generic projects

The course director is required to submit a course protocol for undergraduate course-related projects involving human participants to the relevant department/unit committee for review and approval. (For the ethics review of graduate course-related research, please see the guidelines outlined on the FGS website at www.yorku.ca/grads). The review is of the ***course,*** *not individual projects that are carried out by students as part of their course requirements.*

Who should complete this form: *All faculty members/course directors/instructors responsible for courses in which students will be undertaking course-related projects involving human participants and for which the creative requirements or the research methodology are generally the same for all students in the class. Individualized projects undertaken by undergraduate students in which human participants are involved are required to undergo a separate ethics review process as dictated by the department/unit review committee.*

Electronic versions of this and other ethics related forms are available though the Glendon Research Services (rbrown@glendon.yorku.ca)

Information pertaining to ethics matters at Glendon may be obtained by contacting Research Officer Reagan Brown (extension 66829). For further information on ethics policies at York University, please review the Senate Policy found on the Research website at: www.research.yorku.ca.

COURSE DIRECTOR	PRINT SURNAME	PRINT FIRST NAME	
	DEPARTMENT		
	BUILDING AND ROOM	PHONE EXTENSION	E-MAIL
PROJECTS DETAILS *(PLEASE GIVE FULL DETAILS)*	COURSE TITLE AND NUMBER		
	IS THIS A REVISED VERSION OF A PREVIOUSLY SUBMITTED PROTOCOL?	☐ YES	☐ NO
	WAS THE LAST VERSION APPROVED (GIVE DATE) OR DENIED?	☐ APPROVED ( )	☐ DENIED ( )
	ARE THE GENERIC PROJECTS DEFINED AS…		
	☐ MINIMAL RISK [1]	☐ NON-MINIMAL RISK *(IN THIS CASE, THE PROTOCOL MUST BE REVIEWED BY THE HPRC. PLEASE FILL A* HPRC-1 FORM *INSTEAD..)*	
	DATE GENERIC PROJECTS ARE TO COMMENCE	DATE GENERICPROJECTS ARE SCHEDULED TO END	
DECLARATION	1. *I HAVE EXAMINED THE GUIDELINES AND PRINCIPLES DETAILED BY THE H.P.R.C. AND THE FACULTY OF FINE ARTS'S ETHICS INFORMATIONS SHEETS, I AM FAMILIAR WITH THE* SENATE POLICY FOR ETHICS REVIEW PROCESS FOR RESEARCH INVOLVING HUMAN PARTICIPANTS, *AND STATE THAT, TO THE BEST OF MY KNOWLEDGE THIS GENERIC PROJECTS PROTOCOL CONFORMS THERETO.* 2. *I HEREBY UNDERTAKE TO NOTIFY THE REVIEW COMMITTEE OF MY DEPARTMENT/UNIT TO WHICH I AM SUBMITTIG THIS PROTOCOL IN THE EVENT THAT I MAKE ANY MAJOR CHANGES TO MY HUMAN PARTICIPANT'S PART OF THE GENERIC PROJECTS.* 3. *I WILL ALSO NOTIFY THE COMMITTEE IF ANY UNFORESEEN RISKS NOT SPECIFIED IN THE PROJECT PROPOSAL APPEAR. IN SUCH A CASE, THE PROJECT WILL BE SUSPENDED PENDING CLARIFICATION.* 4. *I AM AWARE OF MY RESPONSIBILITIES TO COMPLETE A* REPORT ON COURSE-RELATED GENERIC PROJECTS (GEN-3 FORM)*, WHICH MUST BE SIGNED BY THE CHAIR/SECRETARY OF THE REVIEW COMMITTEE AND THEN DELIVERED TO THE ASSOCIATE DEAN (POLICY & PLANNING) BY MAY FIRST.*		
	SIGNATURE OF COURSE DIRECTOR	MONTH/DAY/YEAR	
	X		
REVIEW *(FOR USE BY THE UNIT REVIEW COMMITEE)*	COMMITTEE MEMBERS:		
	PROTOCOL STATUS:	☐ APPROVED	☐ NOT APPROVED
	WE, THE MEMBERS OF THE DEPARTMENT/UNIT REVIEW COMMITTEE, CONFIRM THAT WE UNDERTOOK THE REVIEW OF THE GENERIC PROJECTS PROTOCOL LISTED ABOVE ACCODRING TO THE ETHICAL STANDARDS ESTABLISHED IN THE SENATE POLICY FO RETHICS REVIEW PROCESS FOR RESEARCH INVOLVING HUMAN PARTICIPANTS. *WE CONFIRM THAT THIS PROJECT COMPLIES WITH THESE STANDARDS.*		
	SIGNATURE OF COMMITTEE SECRETARY/CHAIR	MONTH/DAY/YEAR	
	X		

[1]The HPRC uses the definition of minimal risk as outlined in the SSHRC/NSERC/CIHR *Tri-Council Policy Statement "Ethical Conduct for Research involving Humans"* (August 1998): "If potential subjects can reasonably be expected to regard the probability and magnitude of possible harms implied by participation in the research to be no greater than those encountered by the subject in those aspects of his or her everyday life that relate to the research then the research can be regarded as within the range of minimal risk" (p. 1.5).

I. Information on Students' Generic Projects

How would you describe the students generic projects for this class?

☐ Creative projects involving unpaid or student participants as actors, dancers, musicians, models, etc. (*Complete sub-section I-A)*

☐ Research projects involving human participants. More precisely, systematic investigations carried though questionnaires, surveys, interviews, subject observation or other, in order to establish facts, principles or generalizable knowledge. (*Complete sub-section I-B)*

I-A. Information on creative projects

1. Themes explored?

2. Creative parameters?

3. Goals and objectives?

4. Who will be the potential participant(s)?

5. What is the recruitment method(s) for the participants (*e.g.* audition)?

6. What are the benefits to the participants?

7. What are the risks for the participants?

8. Will the participants remain anonymous? (*If no, please elaborate*).

9. Are the results of the project to be recorded, broadcasted or made public in any way? (*If yes, please elaborate*). NB. It is expected that the data will be kept confidential, unless participants explicitly give their permission otherwise.

10. Will participants be asked to wear revealing costumes or be nude?

I-B. Information on research projects

1. Research questions and hypothesis?

2. Methodology?

3. Goals and objectives?

4. Who will be the potential participant(s)?

5. What is the recruitment method(s) for the participants?

6. What are the benefits to the participants?

7. What are the risks for the participants?

8. Is deception involved? (*If yes please elaborate and included debriefing details if applicable*).

9. Will the individual remain anonymous? (*If no, please elaborate*).

10. Will the data be kept confidential and by what method? (*If no, please elaborate*). NB. It is expected that the data will be kept confidential unless participants explicitly give their permission otherwise.

II. Educational Element

How will you, as Course director, educate your students on ethical practices in research/creation?
(At a minimum, the course director should make students familiar with York University's *Senate Policy for the Ethics Review Process for Research Involving Human Participants* and the basics principles by which ethical research/creation involving human participants is conducted.)

III. Advisory Role

How will you, as Course director, advise students of their responsibility as creators/researchers conducting projects involving human participants?

1. Will you explain creation/research methodology (including recruitment methods)?

☐ Yes, ☐ No

2. Will you explain the necessity of obtaining informed consent; what informed consent means, and how informed consent is appropriately obtained for the project that is being conducted?

☐ Yes, ☐ No

3. Will you explain the concepts of confidentiality and anonymity, of informing participants of risks and benefits, and how to deal properly with storing data, including storing signed informed consent forms for two years, and signing the *Undergraduate Student Confirmation (GEN-2 form)*?

☐ Yes, ☐ No

4. In the case of creative projects involving performers (unpaid volunteers or student actors, dancers, models, musicians, etc.), will you explain the importance for student creators to inform their performers of expected nudity (if applicable), of informing participants of risks and benefits and how the performance will be recorded and broadcasted, of storing signed informed consent forms for two years, and of signing the *Undergraduate Student Confirmation (GEN-2 form)*?

☐ Yes, ☐ No

IV. Informed Consent

NOTE: INFORMED CONSENT MUST BE OBTAINED FROM *ALL* HUMAN PARTICIPANTS. HOWEVER, PAID PARTICIPANTS, PROFESSIONAL ARTISTS OR FAMOUS INDIVIDUALS STUDIED THROUGH PUBLIC RECORDS ARE NOT CONSIDERED "HUMAN PARTICIPANTS".

How will informed consent be obtained?

☐ Informed consent forms (*please attach draft version. See templates attached to* IND form)

☐ Letters (*please attach draft version, and explain why an informed consent form is not being used*)

☐ Verbally (*please attach a draft script of what participants will be verbally told, and explain why an Informed consent form is not being used.*)

NOTE: STUDENT CREATORS/RESEARCHERS ARE RESPONSIBLE FOR KEEPING INFORMED CONSENT DOCUMENTS ON FILE IN A SAFE AND SECURE LOCATION FOR *TWO YEARS* AFTER THE CONCLUSION OF THE PROJECT.

V. Review, Confirmation and Reporting Process

1. As a course director, you must complete and submit this *Protocol for course-related generic projects* for review and approval by your department review committee. The generic projects of your students can commence only *after* approval of this protocol.
2. At the end of the generic projects, you must obtain a signed *Undergraduate student confirmation (GEN-2 form)* from all students.
3. Then, you must fill a *Report on course-related generic projects (GEN-3 form)*, obtain the signature of your review committee's Chair/Secretary, and have the report delivered to the Glendon Research Officer by May 1st.