



**This comes into effect for the
2026-2027 academic year.**

**Title: Teaching Protocols involving human participants for course-based research
(undergraduate and graduate level)**

1.0 PURPOSE

Pedagogical activities involving human participants are often required of students (at all levels) with the objective of providing them with exposure to research methods in their field of study (e.g., interviewing techniques). This standard operating procedure (SOP) describes the processes to which the Research Ethics Board, the Undergraduate Research Ethics Committees, and the course instructors shall adhere for course-based research intended solely for pedagogical purposes. This is applicable to both in-class and external to the classroom pedagogical research projects.

2.0 DEFINITIONS

REB – Research Ethics Board: The body of researchers, community members, and others with specific expertise established by Lakehead University to review the ethical acceptability of all research involving humans conducted within Lakehead University's jurisdiction or under its auspices.

UREC – Undergraduate Research Ethics Committee: A Committee established at the departmental level to review the ethical acceptability of all research involving humans conducted at the undergraduate level. This includes both student-led research projects and pedagogical or teaching-related research activities. The REB delegates this review authority to the URECs. The REB maintains authority over the URECs.

TCPS2 2022: The Tri-Council Policy Statement 2022 is the joint research ethics policy statement of the three federal research agencies ([CIHR](#), [NSERC](#), and [SSHRC](#)). The Policy defines the research ethics review procedures that must be followed by institutions receiving federal research funds.

Course-based research: Research taking place as part of a course with the intention of teaching students research methodologies. Course-based research projects must not be a direct extension of the course instructor's research nor may it involve the collection of data that will subsequently be used towards the completion of a Ph.D. or Master's degree. Ph.D. or Master's level research ethics approval must be submitted to the REB.

3.0 WHAT REQUIRES REVIEW?

3.1 Course-based research, which is carried out for instructional purposes as part of course requirements, requires REB/UREC review and approval if the coursework involves the collection

of data from human participants. The activities are required to meet the same ethical criteria as any other research with human participants.

3.2 Course-based research assignments that are repeated across sections and/or semesters should be approved as a teaching protocol. Once a protocol has been approved for a particular course number, it can be applied to different sections or years (however, not crossing from undergraduate to graduate or vice versa). Annual renewals are required through a renewal request in the Romeo Research Portal for protocols at the graduate level. For protocols at the undergraduate level, please submit the Annual Report Form (available on our [website](#) by searching “undergrad” in the forms section) to your Departmental UREC.

3.3 If student research activity is conducted as part of a researcher’s own research program, the protocol does not fall under a teaching protocol and should be reviewed by the REB/UREC.

4.0 TO BE PROVIDED IN A REB/UREC APPLICATION

4.1 The following must be provided in addition to completing the REB/UREC application form (as applicable):

- Specific themes which the students are to use in developing their survey/interview questions
- If students are provided the option to choose their own topic, the REB/UREC requires assurance that the instructor understands this topic must be minimal risk and doesn’t include vulnerable populations. The instructor assumes ultimate responsibility over the project.
 - [Attestations for each course instructor](#)
- Template information and consent letters (see below)
- Template recruitment materials
- Course syllabus

4.2 We are committed to supporting course instructors by ensuring they and their students have the necessary information to conduct pedagogical research projects. As such, we have compiled a list of resources that should be included with your submission for recruiting participants outside of the classroom.

- [Information Letter to Potential Participants from the Student](#)
- [Information Letter to Potential Participants from the Instructor](#)

5.0 IN-CLASSROOM PROCEDURES

5.1 All students conducting research under an approved teaching protocol shall complete and submit to their instructor the most recent version of the [TCPS2 Tutorial Certificate](#). Research with participants shall not commence until the Tutorial is completed.

5.2 For assignments involving the recruitment of participants from outside the classroom, students are required to complete the documents outlined in Section 4.2. This includes the information letters from both the instructor and the student. These documents must be combined into a single package and provided to potential participants.

5.3 For in-class assignments that collect data from fellow classmates, care must be taken if the data is presented within the classroom setting to ensure that the information is neither sensitive nor identifiable to an individual participant. There must always be the option for potential participants to decline participating in the study. In cases where there is a possibility that in-class data could be identifiable, students should present on the methodologies and lessons learned from the process of conducting research rather than the actual data collected.

6.0 PROCESS

The appropriate UREC will take responsibility for all undergraduate level teaching protocols. The REB will take responsibility for all graduate level teaching protocols. The REB, URECs, and course instructors will adhere to the following processes:

- ☐ Submission of the protocol through the Romeo Researcher Portal for the REB (graduate level), and on the appropriate application form for the URECs (undergraduate level)
- ☐ All research team members (Instructors, supervisors, faculty members, and co-applicants) must submit TCPS2 Tutorial Certificates. Students must submit their TCPS 2 Tutorial Certificates to the course instructor.
- ☐ The instructor and students shall not begin the teaching protocol until REB/UREC approval is granted
- ☐ The following must be submitted and approved by the REB/UREC:
 - Change in course instructor
 - Any change in the protocol
 - Change in course requirements which affect the methodology/research design of the research component of the course

If either of the following two situations exists at the undergraduate (UREC) level, the REB must review the protocol:

- ❖ **The department conducting the course does not have an established UREC, and/or**
- ❖ **The protocol is greater than minimal risk**

At any time, protocols reviewed at the UREC level can be referred to the full REB if UREC members determine that full board review is required. See Undergraduate Research Ethics Committee (UREC) Terms of Reference.

7.0 REFERENCES

- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2022 (TCPS 2022), Article 6.12 (Application section)
- Tri-Council Policy Statement CORE Tutorial
- Lakehead University Undergraduate Research Ethics Committee (UREC) Terms of Reference

8.0 ACKNOWLEDGEMENT

This SOP was revised with the assistance of Grammarly (AI tool) to support clarity, and consistency.

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REB Chair: _____

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