**HASKAYNE SCHOOL OF BUSINESS**

**APPLICATION AND REGISTRATION FOR ETHICS APPROVAL OF PRIMARY DATA COLLECTION IN CLASS PROJECTS**

**Course Title:**

**Course Instructor(s):**

**Start Date:**

**Brief Description of the Research Project.**

*(briefly describe the nature and details of the project and how students will be conducting research with human subjects)*

**Brief Description of the Formal Research Ethics Training**

*Please explain how you will instruct students on ethical research practices and ensure they complete the Ethical Course Based Research forms prior to the initiation of data collection involving interviews, focus groups, surveys (in-person, online or hardcopy) or private company documents. These documents may include more than one of the three listed documents below:*

* *how to request an interview with an individual, ensuring that confidentiality is maintained (Interview Code of Conduct Form);*
* *the need for informed consent, and providing a copy of the consent information prior to the interview (Informed Consent Form);*
* *appropriate use of private company documents (Confidentiality Agreetment).*

*Students must sign the code of conduct form and turn it back into the instructor prior to initiating data collection. They need to have the individuals being interviewed read the informed consent prior to beginning the interview, and the confidentiality agreement signed prior to using private company documents. These forms may be adapted to fit the specific needs of your course and the project. There is also a document available to provide you with guidelines on wording to provide your students.*

*Send a copy of this completed form to Haskayne School of Business Research Ethics Committee Chair. These forms will be kept in the office of the Associate Dean of Research. This application is good for five (5) years unless there are major changes to the project in your course, in which case you need to send a modification to the Chair. Each instructor is responsible for ensuring students are informed about and adhere to ethical research practices.*