

Faculty Responsibility for Student Research Involving Human subjects

Faculty members are responsible for ensuring that students planning to conduct research on human subjects are well informed about ethical guidelines for conducting such research¹. Faculty members must also structure assignments in such a way that they can verify that knowledge about ethical guidelines is followed in practice at all stages of the research. Students research project must encompass the following elements:

1. Assignments involving human subjects must involve minimal risk to subjects; students must have a clear sense of what constitutes “**minimal risk**”. (*Concordia Faculty Handbook*, 4.17.8.4.1)
2. Subjects must be fully informed about the nature of the research in which they will participate and any **potential risks or harm**. (*Concordia Faculty Handbook*, 4.17.8.4.1)
3. Subjects must give their **free and informed consent** about participation in the project in writing. If that is not possible, the procedures used to seek free and informed consent shall be documented. (*Concordia Faculty Handbook*, 4.17.8.10.1)
4. Subjects must be advised that their participation in the research is **voluntary** and they can withdraw from the research at any time without penalty. (*Concordia Faculty Handbook*, 4.17.8.10.2)
5. The **anonymity and confidentiality** of subjects must be protected at all stages of the research. Any information that could be used to identify participants must be stored in a locked cabinet by the instructor. (*Concordia Faculty Handbook*, 4.17.8.10.7)
6. In addition, students will be required to submit all information and identity of subjects and data gathered to the instructor (completed questionnaires/interview schedules, written comments, tapes, etc.) The instructor will be responsible for **keeping the data** safe for **one year** following completion of the assignment and will respect the privacy of subjects. The material, excluding consent forms, will then be destroyed in an appropriated manner. The consent forms will be transferred immediately to the REB for safe keeping. (*Concordia Faculty Handbook*, 4.17.8.10.7.1)
7. Subjects must be informed about the **dissemination of results** that will be used to complete the student research project. The student should be prepared for additional questions, such as: Who will be allowed to view the research project? Is there any likelihood of publication? Could the subject be identified? Is there a clear provision for debriefing of participants? (*Concordia Faculty Handbook*, 4.17.8.10.7.2)
8. Subjects must be given a follow up name, phone number and e-mail address (the course instructor's) to which inquiries could be made after the research has been conducted or during the research process.

¹ Refer to *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* for ethical guidelines.
<http://pre.ethics.gc.ca/english/policystatement/policystatement.cfm>