**RESEARCH ETHICS BOARD (REB) ANNUAL REPORTING**

**COURSE-BASED STUDY RENEWAL OR CLOSURE**

**All Yukon University Research Ethics Board (REB) approved research projects are valid for one year. As outlined in the Tri-Council Policy Statement (TCPS2), continuing research ethics review shall consist of minimally an annual status report (Section B: Project Renewal) or an end of study report (Section C: Project Closure).**

**Instructions:**

1. Please complete this form electronically
	1. All course instructors are required to complete Section A of this form.
	2. Course instructors whose students have not collected all participant data must renew their current ethics protocol by completing Section B of this form.
	3. Course instructors wishing to use the same research project for a different set of students (e.g., same course project for another year with new students) must renew their current ethics protocol by completing Section C of this form.
	4. Course instructors whose students have completed participant data collection and who do not wish to use the same research project for a new set of students should close their current ethics protocol by completing Section D of this form. Should researchers wish to re-start their research, they will be required to complete a new application.
2. Do not leave any question blank. If a question is not applicable to your proposal, please enter N/A in the response field.
3. Submit as a SINGLE document (.doc or .pdf) to ethics@yukonu.ca

*\*Please note that your application will be returned to you for completion if all of the above criteria are not met.*

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| 1. **COURSE AND INSTRUCTOR INFORMATION**
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| **REB Reference Number:** Click here to enter text. |
| **Title of Assignment:** Click here to enter text. |
| **Course Title and Number:** Click here to enter text. |
| **Enrollment:** Click here to enter text. |
| **Academic Year and Duration/Term(s):** Click here to enter text. |
| **Course Instructor:** Click here to enter text. |
| **Position at Yukon University:** [ ] Instructor [ ]  Other: Click or tap here to enter text. |
| **Faculty:** Click here to enter text. | **Department:** Click here to enter text. |
| **Email:** Click here to enter text. | **Telephone:** Click here to enter text. |
| **Date of initial REB approval:** Click here to enter text. |
| **Date of previous renewal(s) (if applicable):** Click here to enter text. |
| **This project is:**[ ]  Instructor-designed (meaning that you design the research project and all of your students were/are conducting the same project).[ ]  Instructor-guided (meaning that your students design their own data collection measures, but you are providing specific guidelines for recruitment, type of measure, procedures, data storage and disposal, and reporting of results) |
| 1. **PROJECT RENEWAL (DATA COLLECTION NOT YET COMPLETED)**
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| ***Please complete this section if your students have not yet collected all participant data.*** |
| **What is the current state of the study?**[ ]  Recruitment has not started[ ]  Research participants are currently being recruited[ ]  Other, please explain: Click here to enter text. |
| **What is the expected closure date of this study?**Click here to enter text. |
| **What was the original number of participants to be recruited (per student/group)?**Click here to enter text. |
| **How many participants have completed the study (per student/group)?** Click here to enter text. |
| **How many participants are currently enrolled in the study (per student/group)?** Click here to enter text. |
| **How many additional participants are required for the study (per student/group)?** Click here to enter text. |
| **Did any research participants withdraw from the study?** [ ]  Yes [ ]  No**If yes, how many participants withdrew and explain the circumstances?** Click here to enter text. |
| **Have you seen any changes to the study (e.g., study design changes in recruitment material, procedures, consent process, addition of participants) that have not been reviewed and approved by the REB?** [ ]  Yes [ ]  No**If Yes, please complete and attach an *REB Study Modification Form*.**  |
| **Have there been changes to research personnel (e.g., Principal Investigator, Other Investigators, students)?** [ ]  Yes [ ]  No**If yes, please list the former and/or new personnel and position(s).** Click here to enter text. |
| **Have there been any unanticipated issues or events with the participation of humans in your project (legal, physical, psychological, social or other) that have not yet been reported to the REB?** [ ]  Yes [ ]  No**If yes, please explain what happened and what steps were taken to resolve the issue.** Click here to enter text. |
| 1. **PROJECT RENEWAL (SAME PROJECT, NEW STUDENTS)**
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| ***Please complete this section if you are wishing to conduct the same project with a new set of students.*** |
| **Have there been any changes to the study (e.g., study design, changes in recruitment material, procedures, consent process, addition of participants that have not been reviewed and approved by the REB?**[ ]  Yes [ ]  No**If yes, please complete and attach an *REB Study Modification Form.*** |
| **Have there been any changes to the study (e.g., study design, changes in recruitment material, procedures, consent process, addition of participants) that have not been reviewed and approved by the REB?** [ ]  Yes [ ]  No**If yes, please list the former and/or new personnel and position(s).** Click here to enter text. |
| **In the past year, were there any unanticipated issues or events with the participation of humans in your project (legal, physical, psychological, social or other) that have not yet been reported?** [ ]  Yes [ ]  No**If yes, please explain what happened and what steps were taken to resolve the issue.** Click here to enter text. |
| **Have there been any changes about your intention to reanalyze the data for purposes other than described in the application?** [ ]  Yes [ ]  No**If yes, please explain:** Click here to enter text. |
| 1. **PROJECT CLOSURE**
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| ***Please complete this section if you have collected all participant data (i.e., when no further contact with participants will be made and when all data are recorded and stored in accordance with the provisions of the approved application).***  |
| **Why is this study being closed?**[ ]  Data collection completed [ ]  Other (please specify): Click here to enter text. |
| **Was this study terminated early?** [ ]  Yes [ ]  No**If yes, why was the study terminated and describe how participants (if applicable) will be informed of the termination?** Click here to enter text. |
| **How many research participants were proposed for the study?** Click here to enter text. |
| **How many research participants were involved in the study?** Click here to enter text. |
| **If the number of participants involved in the study is different from the proposed number of participants, please explain.** Click here to enter text. |
| **Did any research participants withdraw from the study?** [ ]  Yes [ ]  NoI**f yes, how many participants withdrew and explain the circumstances.** Click here to enter text. |
| **Have there been any unanticipated issues or events with the participation of humans in your project (legal, physical, psychological, social, or other)?** [ ]  Yes [ ]  No**If yes, please explain what happened and what steps were taken to resolve the issue.** Click here to enter text. |
| **Have there been any modifications to the study that have not yet been approved by the REB (e.g., projected number of participants, confidentiality of data, persons with access to data, location of stored data, location of data during the conservation period).** [ ]  Yes [ ]  No**If you answered yes to any of these questions, please complete and attach the *REB Study Modification Form.*** |
| 1. **ACCURACY OF INFORMATION**
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| I certify that I have read and understand the policies, procedures, and guidelines developed by Yukon University for ensuring ethical conduct in research and that I intend to comply fully with the letter and spirit of those policies, procedures, and guidelines; that all the information from this application is, to the best of my knowledge, true; and that I have not knowingly omitted any information from this application that is relevant to the task of Yukon University Research Ethics Board. I further acknowledge my responsibility to report any significant changes in the project and to obtain written approval for those changes, as required by the University policies, procedures, and guidelines, prior to implementing those changes; and to report any unanticipated issue or event that may increase the level of risk to participants, or has other ethical implications that might affect participants’ welfare. **Submission of this form with any supporting documentation indicates compliance with the foregoing statement.**   |