

Procedure for Operation of the Sport, Health, and Physical Education Ethics Review (SHAPEER) Committee.

Preamble:

Vancouver Island University defines research as “any gathering of information from or about human subjects. This includes most naturalistic observation, physical, sociological, or psychological tests and measurements, survey research, non-intrusive systematic observation, and the study of recorded data from previous studies, databases, and archives, in which it is possible to identify living individuals. This also includes human remains, cadavers, human organs, tissues, and biological fluids, from individually identified subjects, embryos, or fetuses.” (Vancouver Island University, Policy 31.03, <http://www.mala.ca/policies/policy.asp?rdPolicyNumber=31.03>).

The Committee for Research Involving Human Subjects (CRIHS) is responsible for all matters concerning research involving human subjects, either on or off campus. The Committee ensures that no research involving human subjects proceeds without the prior ethical review and approval by the Committee or (in the case of certain student projects) by a departmental process approved by the Committee.

The Physical Education curriculum includes a variety of student projects that provide an opportunity for students to apply knowledge gained from lectures and laboratories in the form of research projects. Generally, SHAPE students are required to conduct surveys/interviews, film and analyze human movement, review case studies, observe bones, and participate in basic peer physiological testing (e.g. blood pressure, heart rate, etc). Students are made aware of ethical concerns with respect to these projects and are instructed to complete research consent forms where required.

Research Categories:

Sport, Health, and Physical Education Research is classified into one of the following two categories:

1. Faculty Projects: Faculty projects must be reviewed and approved by the CRIHS at Vancouver Island University.
2. Student Projects: Student projects are subject to the same criteria as faculty projects, however student projects may be reviewed and approved within the department provided that the student project meets all of the following conditions:
 - a. Are undertaken as course requirements.
 - b. Are of ‘minimal risk’. The standard of minimal risk is commonly defined as: “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.” (TCPS section1:C1).

- c. Does not involve deception.
- d. Instructors will keep records of methodology, consent forms, etc. for a minimum of three years along with minutes of the deliberations that result in PEER approval of each Student project.

Procedures:

Sport, Health, and Physical Education Ethics Review (SHAPEER) Committee consists of the Chair of Physical Education and a minimum of two faculty members.

Project proposals involving research are submitted to the PEER Committee for approval. Project proposals should be submitted for PEER Committee approval a minimum of 2 weeks prior to the initiation of the project.

Where course assignments are similar for everyone in the class, the instructor will prepare a standard ethical review checklist and perhaps a research consent form for the class, eliminating the need for each individual project to pass through the PEER review process. Once the standard ethical review checklist and research consent forms are submitted and approved, it is the responsibility of the instructor to collect completed consent forms from students prior to the student beginning the research component of the project.

The PEER Committee may advise the faculty member responsible for the research of measures that must be put into place before approval is granted.

No research activity may be carried out without the approval of the PEER Committee.

Project Title: _____

Student Information:

Faculty Contact:

Purpose: I am a student in a university level Physical Education course. This course requires us to gain information from the field related to the promotion of physical activity. As such, I have designed an interview or survey that asks questions related to this topic.

Description: The project format is outlined below:

Interview:

Date -
Time -
Location -
Number of questions -

Survey:

Date -
Time -
Location -
Number of questions –

Other: Please be specific

Harm:

There is no known harm associated with participation in this project.

Confidentiality

All records of participation will be kept strictly confidential, names will not be used, and only I and my supervisor will have access to the information. The results from this project will be in a written report and an oral report during a class presentation. Information from the project will not be made public in any way that identifies individual participants. All data will be securely stored in the Sport, Health, and Physical Education Office; the data will be destroyed after a minimum of three years.

Participation:

Participation is completely voluntary. It may be discontinued at any time for any reason without explanation and without penalty. Results of the study will be available upon request

I have read the above form, understand the information read, and understand that I can ask questions or withdraw at any time. I consent to participate in today's project.

Participant's signature

Investigator's signature

Supervisor's signature



APPLICATION FOR THE DEPARTMENT OF
SPORT, HEALTH, AND PHYSICAL EDUCATION ETHICAL REVIEW (SHAPEER)
OF STUDENT RESEARCH PROJECTS – CHECKLIST

Research Involving Human Subjects

The application by the instructor for ethical review of **student** research projects will be submitted to the Sport, Health, and Physical Education Ethical Review Committee. The submission will include:\

— **The original plus 1 copy**

The original will be reviewed by the PEER committee. The original will be retained by the instructor for a period of one year..

— **Brief description of the formal training**

The training provided on ethical issues in research (when and where the information concerning ethics was learned).

— **Identification of students conducting the research**

Provide contact phone numbers of each student researcher.

— **Title of Proposed Research and a brief but complete description of the purpose of the research, subjects, recruitment, methodologies and all procedures used.**

This is not to exceed TWO single-spaced typewritten pages.

— **A Statement of ethical issues which will address the following issues:**

- an informed consent form
 - both the researcher and the research subject will have a signed copy of the informed consent form. Each informed consent form should include statements on the following issues:
 - a description of the study and what will be asked of the subject, including how much time the subject will be asked to dedicate to the study
 - voluntary participation - the informed consent form should include statements that outline the subjects' right to withdraw at any time, for any reason, without an explanation and without a penalty
 - anonymity and confidentiality - the guarantees given to participants, details including how data are to be stored, who has access to them, and when and how the raw data will be destroyed
 - risks and benefits (physical, psychological, social, economic, and legal participation
 - contact numbers of investigator and faculty supervisor as well as contact numbers of resources (when deemed necessary)
- explanation of results to subjects: debriefing and availability of results to subjects

— **Attachments:** questionnaires, test items, sample tasks, interview questions, informed consent forms, debriefing forms, advertisement for volunteer ss/participants (i.e. newspaper, poster, flyer).