



INSTITUTIONAL POLICY ON RESEARCH



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Preamble

Champlain Regional College considers that the undertaking of research activities is consistent with its Mission, Values, and Vision Statement – particularly the values of excellence, lifelong learning, respect, and collaboration. Research endeavours can further the College’s mission notably by the continued engagement of teachers in their teaching and discipline, the significant advancement of knowledge such research may lead to, the exposing of students to this new knowledge, and the social and economic development of the communities the College serves via its different locations.

The College recognizes that research activities can contribute to richer, more stimulating, appealing, and varied teaching or professional career prospects for members of its community. From this perspective, supporting research activities is aligned with Champlain’s desire to attract and retain outstanding teachers and staff members.

With this Institutional Policy on Research, the College seeks to provide a framework for applied and pedagogical research activities, attest publicly to its commitment to high-quality research, and promote the relevance and impact of projects undertaken by members of its community. In addition, the College wants to support the effective dissemination of research results. The intention is to facilitate access for all to this body of knowledge, to learn as much as possible from it, and to maximize potential benefits and opportunities to apply these research results to the College’s regular activities. Although this policy focuses exclusively on applied and pedagogical research, this should in no way be seen as discouraging or preventing faculty and staff from engaging in fundamental research or from becoming members of a university research team with funding from one of the research funding agencies.

The Policy outlines the principles and standards that pertain to research integrity and ethics while offering guidelines to promote adherence to these principles. The Policy is meant as a tool to facilitate, support, value, assess, and monitor research endeavours undertaken by members of the Champlain community.

This Policy includes some elements that were adapted from documents developed at other institutions such as Dawson College, John Abbott College, Niagara College, Vanier College, Cégep de Rimouski, Cégep du Vieux Montréal, Collège Marie-Victorin, and Université du Québec en Outaouais.

Section 1. Definitions of Terms

1.1 People

For the purposes of this policy, a **student** is defined as any person admitted to Champlain Regional College and registered in one or more credit courses offered by the College.

Teachers, staff, and management include all regular employees of the College, individuals employed under a contract issued by the College, and individuals who have been authorized to act on behalf of the College.

1.2 Research Types

Research is an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation. Given its educational mission, College intends to engage in two types of research, namely, applied and pedagogical research (see definitions below).

Applied Research aims at solving practical problems through the new/novel application of existing knowledge, theories, principles, or methods.

Pedagogical Research is conducted to directly improve the learning environment at the College. The focus of this research into teaching and learning is typically on student learning processes, teaching approaches, curriculum, course and program development, technologies in education, etc.

1.3 Integrity

Integrity is the quality of being honest, principled, impartial, and fair.

Conflict of interest is the incompatibility of two or more duties, responsibilities, or interests (personal or professional) of an individual or institution as they relate to the ethical conduct of research, such that one cannot be fulfilled without compromising another.

Misconduct in research is any action or behaviour that is inconsistent with the terms of this Policy and the Tri-Council Policy Statement (TCPS2) and/or violates federal or provincial statutes or regulations pertaining to conducting research.

1.4 Ethics

Free and informed consent is an indication of voluntary agreement by an individual to become a participant in a research project.

Research Ethics Board (REB) is a multidisciplinary college-wide committee— composed of researchers, community members, and other individuals with specific expertise (e.g., ethics, relevant research experience within the discipline) — established by an institution to review the ethical acceptability of research projects involving humans conducted within the institution’s jurisdiction or under its auspices. As per Article 6.4 of the most recent version of the Tri-Council Policy Statement (TCPS2), this committee should have adequate expertise, experience, and training to understand the research disciplines, fields, and methodologies covered by the Research Ethics Board.

Risk is the possibility of the occurrence of harm. The level of foreseeable risk posed to participants by their involvement in research is assessed by considering the magnitude or seriousness of the harm and the probability that it will occur, whether to participants or to third parties.

Section 2. Foundation for the Policy

This policy is based on a number of objectives and principles.

2.1 Objectives of the Policy

Objectives are organized around general, integrity-specific, and ethics-specific themes.

2.1.1 General Objectives

The general objectives of the Policy include

- responding to the commitment by the College in its strategic planning to develop a research policy or relevant tools;
- aligning our institutional policies with the ministry’s orientations regarding the development of research at the Cégep level;

- providing a framework for research activities undertaken by members of the Champlain Regional College community, including
 - promoting the integration of research into Champlain Regional College’s activities;
 - creating a supportive environment for research and researchers;
 - ensuring the undertaking of research endeavours that meet the highest standards of research ethics and integrity;
 - valuing and recognizing research activities;
 - dissemination of research results; and
- meeting eligibility criteria for grants from federal funding agencies, including
 - ensuring compliance with the Tri-Council Framework: Responsible Conduct of Research ([Framework](#));
 - ensuring compliance with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans ([TCPS2](#)).

2.1.2 Integrity-Specific Objectives

The integrity-specific objectives of the Policy include

- promoting high standards of integrity among researchers of the Champlain Regional College community;
- providing clear information on standards of integrity in research along with attached responsibilities for researchers; and
- clarifying College procedures for investigation in case of alleged misconduct in research, as directed by the Tri-Council.

2.1.3 Ethics-Specific Objectives

The ethics-specific objectives of the Policy include

- raising awareness about ethics and ethical conduct of research among Champlain researchers;
- fostering the creation of research environments where the health and dignity of human participants are respected and protected; and
- providing guidelines regarding ethical standards for research (e.g., grant application proposals, methodology, data collection and analysis, data storage, reports, dissemination and publication) to ensure that research is conducted ethically.

2.2 General Principles

There are five general principles on which the policy is based:

- Champlain Regional College’s primary role is to provide high-quality pre-university and technical college-level education.
 - The purpose of the College is to promote and build excellence in teaching in all academic programs and to ensure excellence in student learning inside and outside the classroom.
 - All research projects conducted by members of the Champlain Regional College community or on the College’s premises should take into account the need for teachers and staff to focus, first and foremost, on their current teaching and job responsibilities.
- Research activities at Champlain Regional College should be aligned with and contribute to furthering the mission, vision, and values statement of the College, notably by fostering excellence, lifelong learning, respect, and collaboration.
- All Champlain teachers, staff, and students should have the opportunity to engage and/or participate in research, broadly defined, but no one should be forced to participate, or to participate in a particular way.
- Researchers at Champlain Regional College shall adhere to established standards of ethics and integrity.
- Once the College has committed to the acceptability of a research project, it shall provide opportunities, infrastructure, and facilities to support and maintain the quality of research activities.

2.3 Legal and Ethical Frameworks

2.3.1 General and Vocational Colleges Act ([Colleges Act](#))

The Colleges Act explicitly recognizes the place that research can occupy in Cégeps' activities. Section 6.01, in particular, provides examples with regard to research activities to which a college may contribute:

A college may, in addition:

- (a) contribute, by labor training activities, applied research, technical assistance to enterprises and the provision of information, to the development and realization of technological innovation projects, the implementation and diffusion of new technology, and the development of its region;
- (b) carry out studies or research in education and support those members of its staff who take part in subsidized research programs;
- (c) supply services or allow the use of its facilities and equipment for cultural, social, sporting or scientific purposes, priority being given, however, to the needs of full-time students [...].

2.3.2 Federal and Provincial Laws

Champlain Regional College expects all research conducted by or involving members of its community or taking place on its premises to comply with federal and provincial laws. These include, but may not be limited to,

- [The Canadian Charter of Rights and Freedoms](#);
- [The Québec Charter of Human Rights and Freedoms](#) (R.S.Q., c. C-12);
- [The Civil Code of Québec](#) (S.Q., 1991, c. 64.);
- [An Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information](#) (R.S.Q., c. A-2.1);
- [An Act Respecting the Protection of Personal Information in the Private Sector](#) (R.S.Q., c P-39.1);
- [An Act Respecting Health Services and Social Services](#) (R.S.Q., c. S-4.2);
- [Archives Act](#)(R.S.Q., c. A-21.1).

2.3.3 Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans ([TCPS2](#)).

The TCPS2 is the joint research ethics policy statement of the three main federal research agencies ("the Agencies"):

- Canadian Institutes of Health Research ([CIHR](#))
- Natural Sciences and Engineering Research Council of Canada ([NSERC](#))
- Social Sciences and Humanities Research Council of Canada ([SSHRC](#))

The TCPS2 is the first comprehensive revision of this Policy since its initial adoption in 1998. To promote the enforcement of high standards of integrity in research and scholarship, the Agencies have defined their expectations in this regard and adopted this Policy as a benchmark for the ethical conduct of research involving humans.

As a condition for funding, the Agencies require that researchers and their institutions apply the ethical principles and the articles of the TCPS2 and be guided by the application sections of the articles.

Champlain Regional College is accountable for all research conducted by or involving members of its community or taking place on its premises. Therefore, the College expects all research involving human participants to be carried out in conformity with the most recent version of the TCPS2.

Section 3. Application and Scope of the Institutional Policy on Research

3.1 Application

Each researcher is individually responsible for understanding, rigorously applying, and ensuring conformity to the policy while conducting research.

This implies that teachers, students, professionals, staff, and management who are involved in research activities are subject to this policy. Ignorance of the principles and regulations will be treated as negligence.

The Policy applies at any site or on any occasion involving research activities and shall be applied consistently.

The present Policy comes into effect once it is formally approved by Champlain Regional College's Board of Governors, and the College is responsible for its dissemination and implementation, as well as monitoring.

3.2 Scope

The Policy applies to all research that

- is conducted by or in association with members of the Champlain Regional College community (teachers, management, professionals, staff, and students), regardless of where the research is conducted; and
- uses Champlain Regional College's name, resources, equipment, or premises.

3.2.1 Research Prohibited at Champlain Regional College

There are specific types of research that are prohibited on Champlain Regional College premises due to the absence of enforceable policies and/or required certifications. This restriction applies to any research project that involves the use of

- human remains, cadavers, embryos or fetuses;
- animals as research subjects;
- radioactive materials; and
- biohazards.

3.3 Funding Sources for Research

There will be an annual opportunity to submit research proposals at each campus. All research projects – whether they are designed for an eventual grant application to external funding agencies or thought of as potential candidates for internal support by the College – must first be submitted to their respective campus during this yearly call for proposals.

3.3.1 Externally-Funded Research

Externally-funded research projects are supported by one or more external funding sources and administered by the College. These projects require a formal agreement between the College, the principal researcher, and the external body.

3.3.2 Internally-Supported Research

Internally-supported research designates pedagogical projects that are supported by the College through mechanisms such as release time.

Section 4. Research Integrity

4.1 General Principles of Research Integrity

Champlain Regional College considers that all research activities done by members of its community must be performed with the highest standards of integrity. The College expects all researchers to adhere to the principles presented below:

- **Contribution to the advancement of knowledge:** Research activities must be performed with the intention of contributing to the advancement and dissemination of knowledge.
- **Equity:** The contribution of all participants and collaborators in research activities must be recognized in a just and equitable manner.
- **Probity:** Intellectual rigor and honesty must be present at all stages of research activities, from the onset and project development to the dissemination of findings.
- **Transparency:** While respecting confidentiality, copyright and intellectual property, information pertaining to the unfolding and methodology of the research project must be accessible at all times.
- **Competence:** Researchers are expected to engage in research endeavours that are linked to their field of expertise.
- **Independence:** Research activities must be conducted in a manner that guaranties that researchers involved are not biased by financial, professional, or personal issues that could impact on their objectivity, ability to make decisions, or capacity to use judgment.
- **Confidentiality:** Researchers are expected to arrange for secure and confidential storage of the data. In particular, when human participants are involved, a coding system must be used or developed to protect the participant's identity at all times.

4.2 Standards of integrity

Researchers are responsible for observing established standards of integrity when conducting their research activities. The College requires honesty, accuracy, and truthfulness from the researchers at all phases of their research endeavours.

4.2.1 When Developing a Research Project

Researchers must

- provide the College Research Support Services (see Sections 4.3 and 6.3) with a detailed research proposal along with an outline of the planned stages of the research project, a definition of the roles and responsibilities of all involved, and an explanation of how funds and resources will be used and managed during the research project;
- obtain authorizations from the College Research Support Services prior to engaging in any phase of the research project;
- obtain informed consent from all potential participants prior to data collection; and
- reveal any conflict of interest, material or financial, to granting agencies so that the latter are not influenced in their reviews of grant applications.

4.2.2 When Collecting and Analyzing Data

Researchers must

- use scientific rigor and integrity when collecting, recording, and analyzing data and research materials;
- use funds, equipment, and materials acquired for the support of research in an appropriate, honest, and transparent manner; and
- respect and provide equitable treatment for all people involved in the project.

4.2.3 When Managing and Storing Data

Researchers must store data and research material

- in a secure place yet in a manner designed to facilitate easy access to data in the event that findings are contested; and
- in a manner that respects confidentiality and intellectual property.

Except when strong reasons for confidentiality are present, primary data should not be destroyed when such data are the only method of resolving questions of research validity, methodology, and accuracy. Research results should be maintained and secured for a period of not less than five years after publication or from the completion of the research.

4.2.4 When Disseminating Research Results (Intellectual Property, Authorship, Copyright, and Publication)

Researchers must

- ensure accuracy in the publication of research reports;
- ensure that the contribution of students and/or collaborators is appropriately and accurately recognized;
- ensure that authorship is the result of having contributed in a significant manner to the intellectual and practical work on which the report is based. There is no such status as “honorary author”;
- verify that the manuscript reflects accurately his/her contribution to the research. (One author must accept responsibility for the validity of the entire manuscript.);
- ensure that the authorship of public works includes all persons who have contributed to the contents of the publication; and
- use unpublished work of other researchers only with their permission.

4.2.5 When Producing Reports for Granting Councils

Researchers must follow the rules, regulations, and requirements of the granting agencies and the College at all times.

4.3 Research Support Services (RSS)

Once the initial commitment of resources has been made by the campus, the Research Support Services (RSS) will provide a range of support services to active as well as prospective researchers of the Champlain community who wish to engage in research, from the early phases of a project to the communication of its results.

4.3.1 RSS Composition

A coordinator – or a group of people – is responsible for the coordination of the different RSS activities. One designated administrator per campus is responsible for local application and access to the services provided by the RSS.

4.3.2 Mandate of the RSS

Support for Researchers

Based on request, individualized support and guidance will be provided.

Types of support provided may include services such as

- helping to prepare well-articulated research grant applications and proposals;
- helping to interpret and understand the regulations of granting agencies;
- helping to complete reports to funding agencies;
- providing information on available sources of funding, their requirements, important dates, and deadlines; and

- providing information on ethics and the most recent requirements of various funding agencies.

Promoting Integrity in Research and Preventing Misconduct

The RSS is committed to promoting integrity in research and preventing misconduct. Among its strategies are ongoing education and developing awareness of standards of integrity among potential, new, and seasoned researchers.

Coordination of Research

The RSS is responsible for the coordination of the various projects undertaken by Champlain researchers or taking place on Champlain premises:

- The RSS will receive, evaluate, and be responsible for the final authorization of all research proposals before their launching. When a research proposal involves humans as participants and is required to undergo an ethics review (as per the TCPS2), the RSS will refer the proposal to the Research Ethics Board (REB) (See Section 5.3.), which will review, evaluate, and approve it before the project can start.
- Once a research proposal is funded by a funding agency, the RSS will provide liaison, as needed, between researchers and granting agencies. The RSS will also provide coordination internally among researchers, internal committees, and Financial Services to facilitate the management of funds granted.
- The RSS will evaluate and authorize all research to be conducted by external researchers on its premises. Through the RSS, the College will exercise its responsibility to protect members of its community against potentially unethical research projects conducted by external researchers.

Storing and Disseminating Research Results

The RSS will keep an inventory of research endeavours at the College.

The RSS will help circulate all research results so they are available and accessible to the entire Champlain community.

4.4 Definitions of Misconduct in Research

Non-compliance with the principles (Section 4.1) and standards of integrity (Section 4.2) presented above constitutes misconduct on the part of researchers. Examples of misconduct include but are not limited to

- representing others' works as one's own (e.g., plagiarism, theft of ideas or intellectual property, or appropriation of another's work);
- failure to appropriately recognize or acknowledge the substantive contributions of students, co-researchers, or other collaborators;
- use of the unpublished works of other researchers and scholars without permission or acknowledgement;
- use of material in violation of the [Copyright Act](#);
- fabrication, falsification, or destruction of research data or results;
- failure to comply with relevant legal requirements concerning the conduct of research, as specified in federal or provincial statutes or regulations, research grants or contribution agreements, or applicable Champlain Regional College policies and regulations;
- financial misconduct (e.g., failure to account for or misapplication or misuse of funds acquired for support of research, including failure to comply with the terms and conditions of grants and contracts);
- use of College resources, facilities, and equipment without approval of Champlain Regional College or in a manner that is inconsistent with approved research practices; and
- failure to reveal any conflict of interest to sponsors, to the College, or to those who commission the research.

4.5 Procedures to Report and to Investigate Allegations of Misconduct in Research

In case of alleged misconduct, the College is responsible for investigating. Whatever their source, motivation, or accuracy, allegations of this nature have the potential to seriously harm the respondent and the complainant as well as the institution and granting agencies.

As a result, Champlain Regional College must put in place a procedure for addressing allegations of misconduct in a practical, fair, and accountable manner. This process must be rigorous, just, confidential, and respectful of the rights of all the people involved.

This procedure must be developed in collaboration with the stakeholders.

It will define, notably,

- mechanisms to receive complaints and establish whether a complaint for misconduct has grounds (including the appeal process for the plaintiff if the complaint is rejected);
- mechanisms for the preliminary investigation (including procedures in case of minor infractions and procedures to launch a formal inquiry in case of evident misconduct);
- how the inquiry committee is formed for a formal inquiry, its responsibilities, and functioning;
- mechanisms when the formal inquiry concludes that no misconduct has occurred (including the appeal process for the plaintiff, the closing of the case, and the reestablishing of the reputation of the researcher(s));
- mechanisms when the formal inquiry concludes that misconduct has occurred (including procedures in case of misconduct involving minor consequences, procedures in case of serious misconduct, and the appeal process for the researcher(s)); and the
- nature of the cases and situations that require communication with funding agencies.

Section 5. Ethical Conduct in Research Involving Human Participants

5.1 Ethical Principles

The Tri-Council Policy Statement (TCPS2) describes the principles that must guide research involving human participants. The three core principles are presented below. These are complementary and interdependent.

1. **Respect for Persons** recognizes the intrinsic value of human beings and the respect and consideration that they are due. It incorporates the dual moral obligation to respect autonomy and to protect those with developing, impaired, or diminished autonomy.
2. **Concern for Welfare** is the concern for the quality of a person's experience of life in all aspects. Welfare consists of the impact on individuals and/or groups of factors such as their physical, mental, and spiritual health, as well as their physical, economic, and social circumstances.
3. **Justice** is a core principle of this policy and refers to the obligation to treat all people fairly and equitably. The ethics review process must have fair methods, standards, and procedures. Justice also balances benefits and potential harms while protecting vulnerable segments of the population.

Champlain Regional College also subscribes to other ethical principles that are judged essential when conducting research with human participants.

Respect for Human Dignity. This central principle of research protects the multiple interests of the person from bodily to psychological to cultural integrity. This principle forms the basis of the ethical obligations in research involving human participants.

Respect for Free and Informed Consent. Individuals are generally presumed to have the capacity and the right to make free and informed decisions. This principle translates in practice into dialogue, process, rights, duties, and requirements for free and informed consent by the research participant. The participation of students who are under eighteen will require parental consent AND the assent of the student himself/herself.

Respect for Privacy and Confidentiality. This standard protects the access, control, and dissemination of personal information and materials. This principle is fundamental to the principle of respect for human dignity.

Minimizing Harm. It is the duty of those conducting research involving human participants to avoid, prevent, or minimize harm to others. Research participants must be fully aware of any potential for harm at any stage of the research.

Maximizing Benefit. This principle imposes a duty to benefit the participants and to maximize benefit to society as a whole.

Balancing Harms and Benefits. The analysis and balance of harms and benefits are critical to the ethics of research involving human participants. Foreseeable harms should not outweigh anticipated benefits. The balance must respect human dignity and impose strict ethical obligations on the validity, design, and conduct of research.

5.2 Research with Human Participants and Research Requiring Ethics Review

As stated in Article 2.1 of the TCPS2, all research involving living human participants requires ethics review and approval by a Research Ethics Board (REB) (Section 5.3, below) before the research is launched. Research may involve observation, solicitation of responses, direct interaction, or intervention with living participants as a primary means of data collection, or the use of identifying information from non-public records as a secondary means (e.g., school records).

Research involving human biological fluids and materials is not allowed at Champlain Regional College (see Section 3.2.1).

5.2.1 Research that Does Not Need to Undergo Ethics Review

As per the TCPS2, some types of research, while based on data pertaining to human beings, do not need an REB review. These are research projects that

- are based exclusively on publicly available data about individuals or institutions;
- involve observation of people in public places, provided that
 - the observations do not lead to the identification of the individuals in the research data or results; and
 - the activities observed are naturally occurring, i.e., not being staged by the researcher(s); and
- projects that are undertaken by students in fulfillment of course requirements. While these projects are exempt from ethics review by the REB formally, Champlain Regional Colleges expects teachers and departments to ensure that these projects are aligned with the ethics guidelines defined in this Policy.

5.3 Research Ethics Board (REB)

The TCPS2 sets ethical guidelines that apply to any institution that receives funding from any of the three councils. The guidelines require each such institution to establish an independent Research Ethics Board (REB), which reviews the ethics of all "research involving human participants which is conducted within, or by members of the institution."

Since all research proposals prepared by members of the Champlain Regional College community are first sent to the RSS, it is the RSS that refers to the REB any research project involving human participants when it requires an ethics review.

5.3.1 Mandate of the REB

Champlain Regional College has mandated the REB to review, approve, reject, propose modifications to, or terminate any proposed or ongoing research project involving human participants that is conducted within, or by members of, the College, using the guidelines and requirements set forth in the TCPS2 as the minimum standard.

The REB is an independent committee in the College and its decisions are subject to reversal only by a formal appeal process (see Section 5.3.4 below).

The REB reports to the Director of Studies.

5.3.2 REB Composition

As much as possible, representation from each campus will be ensured when appointing members for the REB. The TCPS2 (Article 6.4) requires that an REB be composed of at least five (5) members, including both men and women. These include

- one unaffiliated community representative;
- two members knowledgeable in research methods involving human participants;
- one member knowledgeable in ethics; and
- at least one individual knowledgeable in the Law (legal issues and their implications).

Members of the REB are appointed by the Director of Studies in consultation with the Campus Directors and Commission of Studies.

The Director of Studies will identify a substitute REB member in case of the long-term disability of one of its members. The appointment of a substitute shall not alter the required membership for an REB (i.e., appropriate knowledge, expertise, and training to contribute to a research ethics review process).

5.3.3 Functioning of the REB

When informed by the RSS, the REB meets to review research projects involving human participants.

The REB will try to reach consensus and may seek the collaboration of the RSS to assess a proposal. The RSS may also require additional information from the researcher(s). In reviewing research proposals, the REB will, among other things, consider the nature of data to be collected, the purpose of the data collection, confidentiality issues, and potential risks for the participants. The level of review will be directly influenced by the risk of harm to the participants.

Levels of Review

Expedited Review: when the Chair of the REB determines that the project will likely involve minimal risks for the participants, the REB may proceed with an expedited review. Consulting with a sub-committee of the REB, the Chair of

the REB will determine whether the research proposal is (a) acceptable as submitted and recommended or (b) acceptable with minor modifications. The REB could also determine that a full review is necessary.

Full Review: when the Chair of the REB determines that an expedited review is not appropriate or when the researcher(s) have requested a full review, the REB will proceed to a full review. This implies one or many face-to-face meeting(s) of all members of the REB. The researcher(s) may be requested to meet with the REB to provide additional information. The REB will determine whether the research proposal is (a) acceptable as submitted and recommended, (b) acceptable with modifications, in which case the required modifications will be communicated to the researcher(s), (c) potentially acceptable but requiring a delegated review, or (d) unacceptable in its current state, in which case the researcher(s) have the right to an appeal or may choose to re-apply at a later date.

Delegated Review: when a research proposal poses more than minimal risks or when the methodology implies a scholarly expertise in the research discipline in order to be fairly assessed, the REB may determine that a delegated or peer-review process is needed.

5.3.4 Appeals Following a Decision of the REB

Procedures for appeals should be defined here to clarify both the process and timelines for appeals. (A mechanism and procedures similar to those for dealing with appeals in potential cases of misconduct can be used. Moreover, it could involve the same appeal committee.)

Section 6. Roles and Responsibilities

6.1 College

Champlain Regional College is responsible for

- disseminating, implementing, and monitoring this Policy;
- promoting integrity and ethics in research and ensuring that all research undertaken by members of its community are aligned with the standards that it embraces; these include
 - maintaining a Research Ethics Board (REB);
- implementing regulations and procedures to manage and deal with potential conflicts of interests and allegations of misconduct in research, including
 - investigating possible instances, and
 - imposing appropriate sanctions;
- supporting researchers and research projects, including
 - maintaining the Research Support Services (RSS); and
 - maintaining an annual fund to release externally-funded and internally-supported researchers from a portion of their teaching duties.

6.2 Director of Studies

At Champlain Regional College, the Director of Studies is ultimately responsible for the implementation of the Institutional Policy on Research and ensuring compliance of all research with the principles and procedures defined in this policy.

The RSS and the REB report to the Director of Studies.

6.3 Research Support Services (RSS)

Through the RSS, the College is responsible for support and education for Champlain researchers.

- The RSS is responsible for ensuring awareness of this policy and the orientation of new teachers with regard to research endeavours.
- The RSS will develop a calendar of the various sources of funding and their respective requirements and timelines.
- The RSS will review proposals to be submitted to granting agencies and provide support for improving them.
- The RSS will provide support to the researchers by assisting them with the writing of interim and final reports to granting agencies as well as with the publication and dissemination of results.

For all research that comes under this policy, the RSS is responsible for the coordination of projects undertaken by members of the Champlain community, from the early phases (e.g., developing a proposal) to disseminating results of research that has been granted funds by an agency.

- The RSS will refer proposals for research involving human participants to the REB.
- The RSS will ensure that research activities undertaken by members of the Champlain community comply with the requirements of granting agencies.
- The RSS may serve as a resource for the investigation committee (in case of alleged misconduct) and for the REB.
- The RSS will supervise the opening, renewal, and revision of all research grant funds to ensure that researchers are meeting the requirements and receiving granted funds as expected.
- The RSS will develop annual research statistics for the College and granting agencies.

The RSS is responsible for reviewing and authorizing research to be conducted by external researchers on Champlain premises.

- The RSS will ensure that ethics guidelines are respected and that the rights and security of potential participants from the Champlain Regional College community, especially minor students, are protected.

6.4 Research Ethics Board (REB)

The REB is responsible for reviewing, evaluating, and approving all research proposals involving human participants that require an ethics review. To be approved, these proposals need to comply with the standards established in the TCPS2.

6.5 Staff Involved in Research

Researchers of the Champlain Regional College community

- have the responsibility to uphold the principles listed in this policy and to act with honesty and integrity at all times, thus meeting a high standard of conduct in research;
- have the responsibility to submit their research proposal to the RSS;
- must abide by the decisions of the RSS, REB, Director of Studies, and/or appeal committee;
- should show respect for the participants and maintain a level of professionalism in the management of resources pertaining to their research activities;
- must not only scrupulously refrain from committing research misconduct but must also take all reasonable steps and provide guidance and information to their collaborators and those working under their supervision to prevent research misconduct;
- have the obligation to report any research misconduct to the College; and
- must contribute to the efforts of the College to disseminate their research results within the Champlain community, within the network, and when possible at other external venues.

Section 7. Disclosure of Potential Conflicts of Interests Related to Research

Champlain researchers and members of the RSS and REB must declare promptly any existing, potential, or apparent conflict of interest in writing.

The declaration of a conflict of interest aims at maintaining the necessary level of trust and integrity required by quality research. The declaration of conflict of interest does not necessarily lead to the interruption of the research activities.

As per Article 7.1 of the TCPS2, institutions must develop and implement conflict of interest policies or regulations, including procedures to identify, eliminate, minimize, or otherwise manage conflicts of interest that may affect research.

Section 8. Implementation, Dissemination, and Review of the Institutional Policy on Research

The implementation of this Policy is under the joint responsibility of the Director of Studies and, at each campus of the College, the Campus Director.

An electronic version of the Policy will be made readily available on the websites of each campus, as well as on the main College website.

The Director of Studies will assume the responsibility of conducting any review of the Policy. In addition, a review of the Policy may be initiated by the Board of Governors.