



OFFICE OF THE ASSOCIATE VICE-PRESIDENT (RESEARCH SERVICES)

To: Chairs and Directors of Departments and Schools

From: Serge Desmarais, Associate VP, Academic
John Livernois, Associate VP, Research Services

Copies: Graduate Coordinators, Undergrad Coordinators, Administrative Assistants

Date: June 29, 2016

Re: Mandatory training requirement for students engaged in research involving human participants

Please be advised that as part of the Tri-Council's guidelines on research ethics, all students are now required to undergo "CORE" training prior to engaging in research involving human participants. We are asking Chairs and Directors to ensure that faculty and students are aware of this new requirement which is effective September 1, 2016. The Course on Research Ethics (CORE), which is offered on-line free of charge by the Tri-Council's Panel on Research Ethics, is self-guided and normally takes 2 to 3 hours to complete. Please note that existing University policy already requires anyone engaging in research involving animals or biohazards to complete approved training, details of which can be found at <http://www.uoguelph.ca/research/for-researchers/ethics-and-regulatory-compliance>

Instructors and research advisors should inform students (on the course outline if appropriate) to complete the CORE tutorial as part of the preparation for the research project, well before the research begins. Students can register for and take the tutorial at the CORE website: <https://tcps2core.ca/welcome>

Students are advised to register using their @mail.uoguelph.ca or @guelphhumber.ca email address, list the University of Guelph or the University of Guelph-Humber as their institution, and keep a digital copy of the certificate of completion that is provided. The training need only be taken once but the certificate should be kept as a record for all future research projects as needed.

Faculty submitting ethics protocols to the Research Ethics Board (REB) for research projects on which a student is named as a researcher are responsible for ensuring that a copy of the student's certificate of completion accompany the submission to the REB.

Instructors submitting ethics protocols to cover course-based research involving human participants will be responsible for verifying that students have completed the CORE tutorial (i.e. students submit the certificate to the instructor, not the REB).

Departments in which student research with human participants is common may wish to consider incorporating the requirement to complete the CORE tutorial into a research methods course, if applicable.