



## **PROJECT PROPOSAL FOR ADMISSION TO: UNI 393Y/394H and UNI 495Y/496H**

**Pre-requisite:** Permission of the Vice-Principal of University College

These courses provide the opportunity to pursue at the 300-series or 400-series level an independent study course not otherwise available within the Faculty. Students develop their own projects and submit a complete proposal form, signed by both the student and the academic supervisor, to the Vice Principal of University College for approval. If approved, the Vice-Principal will sign the form and the University College Programs Office will register the student. To be eligible, a student must be either

(a) a University College student or

(b) enrolled in one of the UC academic programs and proposing a project relevant to that program.

**Applications for Y and F independent study courses are due June 30<sup>th</sup> prior to the academic year and for S courses September 15<sup>th</sup>. Summer course proposals are due February 15<sup>th</sup>. Please note that as a result of the newly implemented requirements for Ethics Review approval of many undergraduate research projects, these deadlines are firm.**

If you are enrolled in one of the UC Academic Programs (Canadian Studies, Cognitive Science, Drama Health Studies, or Sexual Diversity Studies) and intend to use UNI 393Y/394H or UNI 495Y/496H to fulfill a program requirement, you must also have this form signed by the Program Director before bringing it to the Vice-Principal's office

### **ETHICS REVIEW OF INDEPENDENT STUDY PROPOSALS**

#### **What must be reviewed?**

Research involving human subjects includes:

- Obtaining data about a living individual through intervention (e.g. a medical procedure) or interaction (e.g. an interview) with the individual, or the obtaining of private personal information about the individual.
- Secondary use of data (i.e. information collected for purposes other than the proposed research) that contains identifying information about a living individual, or data linkage through which living individuals may become identifiable.
- Naturalistic observation, except the observation of individuals in contexts in which it can be expected that the participants are seeking public visibility.

**What does not require review?**

- Assessment activities, such as quality assurance studies, performance reviews or testing within normal educational requirements
- Research involving only the use of published or publicly available information or materials, performances or archival materials

**It is the responsibility of the student seeking admission to a UNI Independent Studies Course to make an initial assessment as to whether the project requires review. If you are a University College student whose project is NOT related to one of the University College Academic Programs, you must obtain ethics approval for your project through your supervisor. If your project is covered by the ethics approval of your supervisor’s project you will need a photocopy of that approval. If your project does not fall within the scope of your supervisor’s research project, your supervisor must arrange for ethics review approval through his/her departmental Ethics Review Committee.**

**If you are enrolled in a University College Academic Program, and you judge that your project does require review, you must complete the Undergraduate Ethics Review Protocol Form: Student Initiated Project. This form is available from the Office of Academic Services in UC 173; it may also be downloaded from the Ethics Review Office website <http://www.research.utoronto.ca/for-researchers-administrators/ethics/>. A delegated ethics review committee will review your protocols.**

Application for ( <i>indicate with an X</i> )			
	UNI393Y1 (Full-year Y-course)		UNI495Y1 (Full-year Y-course)
	UNI394H1 (Half-year F or S-course)		UNI496H1 (Half-year F or S course)
Proposed Start Session (e.g. September 2015)			

Applicant Information			
Student Number			
Student Name			
Street Address			
City		Province	
Postal Code		College Affiliation	
Phone Number			
UTORONTO Email			

<b>Academic Information</b>	
Number of Credits Completed	
Project-Related Courses Completed: <i>(Indicate course codes here)</i>	
Specialist POST	
Major POST(s)	
Minor POST(s)	

<b>Project and Supervisor Information</b>	
Proposed Student Project Title	
Faculty Supervisor's Name	
Supervisor's Project (if applicable)	
Department	
Phone Number	
E-mail Address	
Frequency/duration of consultations with supervisor	

<b>Description of Project</b>
<p>On a separate, attached sheet, list ultimate academic goals, nature of materials to be consulted, accessibility of materials, etc. Set out work schedule to mimic a course syllabus. Be sure to include the specific assignments to be completed such as reviews, oral or written reports, essays [specify approximate length], etc. – along with due dates. Please note all course work must be completed before the last date of classes in the term and cannot extend into the exam period.</p>

University College Independent Study Application Form

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Signatures			
Student's signature		Date	
Program Director's signature (if required)		Date	
To the Program Director: If this course will count as a program requirement, please specify which course it substitutes for (if any)			

Supervisor's Statement <i>(To be filled out by the supervising Faculty member)</i>			
	I confirm that this project will be covered by the ethics approval obtained for my own Research Project. I will attach a photocopy of my ethics review approval.		
	I have obtained ethics approval for this project from my departmental Ethics Review Committee. I will attach a photocopy of the approval document.		
	This project requires a departmental ethics review assessment from University College. I have attached a completed Student-Initiated Project Review form for consideration.		
	This project does not require an ethics review.		
Supervisor's signature		Date	

For Office Use Only	
Approval Granted	
Signature of University College Vice-Principal	
Date	