iii.   What if I'm unclear as to whether my intended informaton collecton is Research or Insttutonal?

Sometmes, the primary intent of a planned project is not clear. University afliated project leads should consult their REB to help determine the project's primary intent, and to obtain a leter exemptng them from the research ethics review requirement as appropriate. The REBs provide a guidance table that summarizes key distnctons between QA/QI and research ([CHREB FAQs](); [CFREB FAQs]()).

Within project descriptons, language that references a specifc University program or learner populaton and conveys an evaluatve intent to improve practce could be perceived as an actvity undertaken, at least in part, by the Insttuton and therefore be considered subject to FOIP. If the intent of the project is truly for research, and not for an insttutonal operatonal policy or purpose, the use of general language when phrasing research questons helps to minimize ambiguity.

Examples:

> What is the experience of university students…? (generic language)

> What is the experience of students in the University of Calgary's MDSC course 123…? (institution-specific language, implied intent to improve a specific University course or program)

If you are unsure whether

improvement and do not need to obtain approval of the University's Information Steward. Any proposed use and disclosure beyond the individual instructor requires consultation with the FOIP Office and should follow the [Disclosing Personal Information of Students Guideline](#).