

## Saint Mary's University Research Ethics Board

### INSTRUCTIONS FOR COMPLETING APPLICATIONS FOR ETHICS REVIEW

**Reminder: No research with human participants that falls under the TCPS shall begin before approval is received from the Research Ethics Board.**

Researchers should feel free to consult the REB Office at 420-5728 ([ethics@smu.ca](mailto:ethics@smu.ca)) regarding any questions or concerns related to ethical research with humans.

The policy of the Saint Mary's University Senate is "*that the Tri-Council Policy Statement applies to research on human subjects, conducted by members of Saint Mary's University (the latter includes employees, students, adjunct professors, and other persons holding appointments from the Board of Governors), whether the research is conducted within or outside the University*". The Tri-Council Policy Statement (TCPS) describes the policies of the Canadian Institutes of Health Research (CIHR), the Natural Sciences & Engineering Research Council (NSERC), and the Social Sciences & Humanities Research Council (SSHRC).

It is a requirement of the Saint Mary's University Senate that all research involving human participants that is conducted by members of the University or carried out at the University must and that meets the criteria for ethics review outlined in Art. 1.1 of the Tri-Council Policy Statement (<http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm>) must be reviewed and approved by the Saint Mary's University Research Ethics Board. Research meeting these conditions must be reviewed, regardless of whether it is funded or not by one of the Tri-Council agencies. This requirement refers to faculty research; undergraduate and graduate theses, independent research projects, and Major Research Projects (MRP's); librarian research. Undergraduate class projects involving research with human participants must also be reviewed.

### **APPLICATION INSTRUCTIONS**

(Please see the FAQs on our website at <http://www.smu.ca/academic/reb/faq.html> for directives involving your proposal, informed consent form and supporting documents.)

1. Before undertaking any research with human participants, the researcher must be thoroughly familiar with the Tri-Council Policy Statement:  
<http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm>.  
Applicants should also complete the Research Ethics Tutorial:  
<http://www.pre.ethics.gc.ca/english/tutorial/>.
2. Application forms- The initial application consists of **either**:  
Form 1A - Faculty Research  
Form 1B - Student Research  
Form 1C- Faculty/Student Approved at Another Institution

**NOTE:**

**An original copy that includes all necessary signatures (all researcher and supervisor) and 3 additional copies (that will be provided to your reviewers) are required.**

**Each** of the 4 application packages must contain:

1. The appropriate research proposal form (whether A, B or C).
2. Informed Consent Form (s).
3. Other supporting documents as relevant to the proposal: For example, copies of your questionnaire, survey, draft of interview questions, feedback form, invitation letter, telephone script, advertisement, flyer, copy of the REB approval letter/certificate from another institution if applicable, etc. (as mentioned in Form A, B or C application.)

Applications that are incomplete or that are submitted electronically will not be processed until received correctly. (Please call the SMU Ethics Office for direction at any time.)

3. If the activity is to be carried out by all students enrolled in a regular course (excluding courses such as honours thesis, graduate thesis, or directed study in which individual students carry out quite different activities), then the instructor should submit Form 1A – Faculty Application.

### **REB FORMS**

- Form 1A** Required for initial approval of **Faculty** research projects involving humans that fall under the TCPS.
- Form 1B** Required for initial approval of **Student** research projects involving humans that fall under the TCPS.
- Form 1C** Required for Faculty/Student research already approved at another institution.
- Form 2** **Modifications:** Required for any modifications/changes to previously approved research projects. Researchers should submit Form 2 when the research deviates from what the REB approved in a way that changes the risks to participants. Normally, Form 2 is reviewed by the Chair of the REB only.
- Form 3** **Annual Renewal:** Required for annual renewal of any previously approved research projects that are still being conducted after the first year (excluding class research projects).
- Form 4** **Annual Course Report** for On-Going Previously Approved Course Projects.
- Form 5** **Completion** of Research Form