

Title **Research Requiring Ethics Review**

Effective Date

October 16, 2003

Replaces

n/a

All research involving human or animal subjects requires review and approval by the Research Ethics Committee before the research is started, except as stipulated below:

- Research or other study of the published writing or other public utterances of human subjects
- Quality assurance studies, performance reviews, questionnaires concerning employee performance or course content distributed to a class by instructors or others within normal educational requirements
- Research conducted by the college where such research is conducted to meet external reporting requirements or to facilitate the normal operation or management of the institution (e.g., First Year Student Survey, Withdrawal Report, KPIs).

Anyone conducting research must:

- Submit an application for ethical review to the REC, unless excluded as outlined previously, before beginning implementation of a project or acquiring resources for it. This applies to all projects whether or not financial support is involved and whether or not ethical review is required by another agency.
- Students conducting research projects under faculty supervision must submit an application for ethical review to the academic manager of their program or course or an appointed designate who will forward to the Departmental Ethics Committee.
- Everyone else must submit an application for ethical review to the Chair of the REC.

It is incumbent upon administrators and professors to educate themselves, their students and colleagues about responsible research practice.

Principle of Proportionate Review

The REC will use a proportionate approach based on the general principle that the more invasive the procedures involved in the research, the more diligent the assessment of the perceived risks inherent in the study procedures must be.

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Full Review

Full review by the REC will be the default requirement for all research involving human and animal subjects. All research is presumptively in this category unless it meets certain exceptions as described below:

- Categories of research that are expected to involve no more than minimal risk
- Annual review of approved projects in which there has been little or no change in the ongoing research

A full review requires face-to-face review before the full REC. In such cases, investigators are encouraged to participate in discussions about their proposals, but the investigators may not be present when the REC is making its decisions.

Expedited Review

Expedited review is reviewed by the Chair (or delegate) of the REC and two other member(s). It is available only in cases that fulfill one of the following criteria:

- Research that obviously involves no more than minimal risk. The investigator is responsible for an acknowledgement of minimal risk to the REC.
- Research projects that have already received approval by the REC, have complied fully with any requirements, have an up to date file, and the applicant is simply renewing the ethical approval certificate without significant changes to the ongoing research process.
- Research involving review of patient records by hospital personnel.
- Affirmations that conditions laid down by the REC as a condition of approval have been met

The researcher must **choose** to apply for expedited review and the REC Chair may reject the application for expedited review and refer it to the Committee for full review.

In light of the proposed research, judgment is based on such factors as:

- The nature of the population (e.g., children, institutionalized individuals, vulnerable populations, incompetent populations, aboriginal peoples)

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- The nature of the information collected (e.g., information which, if known outside the research, could reasonable place the subject at risk of civil or criminal liability or damage to the subject's social standing, financial standing, or employability)
- The use of physically or psychologically invasive manipulations

An Expedited Review is usually completed within two weeks of submission of a completed application form. The Chair, REC must report requests for an expedited review and results of such review to other members of the REC at an appropriate time.

School/Departmental Level Review

If a study is a teaching exercise (i.e., part of a diploma or undergraduate degree level course), and entailing no more than minimal risk, it must be reviewed by a school/departmental level committee on behalf of the REC and in compliance with the TCPS (Tri-council Policy Statement). The School/Departmental Ethics Committee must report results of such reviews to the REC at the end of the academic year.