

Guidelines for completing the Research Ethics Board (REB) Application

This document outlines the application and review process for:

- NSCC researchers who are seeking ethics approval to conduct research involving humans, and
- External researchers who intend to involve or recruit NSCC faculty, staff, and/or students as research participants.

All research projects involving humans must follow ethical guidelines as articulated in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2 (TCPS2), located at http://www.pre.ethics.gc.ca/pdf/eng/tcps2/TCPS_2_FINAL_Web.pdf and also the NSCC policies, found at http://www.nsc.ca/about_nsc/applied_research/policies.asp

“Respect for human dignity requires that research involving humans be conducted in a manner that is sensitive to the inherent worth of all human being and the respect and consideration that they are due.”ⁱ The College endorses the three core principles set out in the Tri-Council Policy Statement that value the respect for human dignity and include:

- Respect for persons (requirement of informed consent)
- Concern for welfare (consideration of benefits and risks to participants)
- Justice (fair and equitable treatment)

To ensure that all researchers are fully informed on the TCPS2 guidelines, it is recommended that the Course on Research Ethics (CORE) tutorial be completed which can be located at: <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>

To facilitate the review process, applicants are advised to include all requested information in their applications. After reviewing the application, the REB may request additional information.

Application Details

- The REB Application is to be completed in detail, attaching additional documents as required.
- All applications are to be submitted electronically to reb@nsc.ca . The Principal Investigator’s Signature page (located at the end of the application) is to be scanned and submitted with the application form to reb@nsc.ca or faxed to 902-825-5437.
- It is the applicant’s responsibility to ensure that all information is complete in order to facilitate the REB review. In no circumstance will an application be reviewed if the file is incomplete or not in the required format.

- Any applications requiring full consideration by all REB members, will need to be submitted at least 14 days prior to the next REB meeting. This date can be confirmed by contacting the REB Administrator's Office at:

NSCC Research Ethics Board
Administrator
50 Elliott Road, Lawrencetown, NS B0S 1R0
Phone: 902-825-5422 Fax: 902-825-5437

In situations where the REB Chair deems the research project to be of minimal risk to its participants, the Chair may choose to give the application a delegated review which will expedite the process.

Submission Details

The completed application should be submitted electronically to:

reb@nsc.ca

Review Process

The Research Ethics Board will review all applications in accordance with ethical guidelines governing research involving human subjects as articulated in the TCPS2 and the NSCC REB policy. Reviews will be prompt and are intended to facilitate the conduct of research.

After review by the REB, the application may be:

- Approved
- Approved with suggestions
- Not approved unless specified conditions are met
- Not approved

The REB shall notify each applicant in writing of its decision. Approvals are for one year, and further approval will be dependent upon the REB's receipt of an update report. When approval is not granted, the applicants will be provided with a complete list of concerns and allow them to respond to these items before the REB decision is finalized.

Reconsideration/Appeal: If the REB does not approve the application, every effort will be made to resolve any disagreement with the researcher through discussions, consultations, and/or external advice from experts in the area of the research. In the event the REB issues a final "not approved" outcome, the researcher has a right to appeal the decision to an external review board (see NSCC REB Policy). If this appeal is initiated, the researcher must provide justification of the grounds for the appeal and indicate breaches of the research ethics process.

ⁱ Tri-Council Policy Statement, Ethical Conduct for Research Involving Humans 2, p.8