

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 (TCPS2) as well as [NSCC policies](#).

To ensure that all researchers are fully informed on the TCPS2 guidelines, researchers must complete the [Course on Research Ethics \(CORE\) tutorial](#).

To facilitate the REB 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@nscC.ca. The principal investigator's/supervisor's signature page (located at the end of the application) (if applicable) is to be scanned and submitted with the application form to reb@nscC.ca.
- It is the applicant's responsibility to ensure that all information is complete in order to facilitate the REB review.
- Any applications will need to be submitted at least 14 days prior to the next REB meeting. This date can be confirmed by contacting the REB Coordinator's Office at reb@nscC.ca. Meeting this deadline does not guarantee the review of the proposal at the next REB meeting; however, the REB is committed to efficiently reviewing proposals.
- 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@nscC.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 updated report and request for extension. When approval is not granted, applicants will be provided with a complete list of concerns to 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. If this appeal is initiated, the researcher must provide justification of the grounds for the appeal and indicate breaches of the research ethics process.