

2021 Research Ethics Review Processes and Resources for Graduate Students

Emily Carr University promotes a high standard of ethics and integrity in research and scholarship. All university-affiliated research and scholarship involving human participants requires prior review and approval of the Emily Carr University Research Ethics Board (ECU-REB).

Up to date details about the ECU-REB, its review processes and useful resources are found here, <https://www.connect.ecuad.ca/research/reb>.

Important resources for all graduate students:

- All graduate students are required to complete the online tutorial, **TCPS2: CORE (Course on Research Ethics)**, found here - https://ethics.gc.ca/eng/education_tutorial-didacticiel.html

Tip! Once you complete the tutorial, you will be issued a certificate (pdf). Keep this document with other certifications that you may hold because you will need to include it in any application you make to the ECU-REB or any made on your behalf. You may be required to include it in research applications at other institutions for future research projects.

Tip! Include this certification on your CV when you apply for future research or academic positions (including RA-ships).

Tip! Always use your official ecuad.ca email address when logging in to university research resources and when you log into REB tutorials so that we can help retrieve your results if you encounter problems, and so we can track this university's usage of the tutorial.

- This webpage includes useful resources including tips on how to write a research ethics application - <https://www.connect.ecuad.ca/research/reb/resources>
- These instructions explain how graduate students can register and begin the ECU-REB application process (on Romeo Process Pathways): [Researcher portal graduate students instructions.pdf](#)
- The ECU-REB Coordinator and board members are available for consultations on graduate student applications in advance of applications. Names and contact information are found here - <https://www.connect.ecuad.ca/research/reb>

How & when to plan for research ethics review:

1. **Preparation** - Consultations with the Research Ethics Coordinator or members of the ECU-REB are available any time before and after the advancement review. Request consultation if you are uncertain if your project needs ECU-REB review and, if so, how much time should be set aside for the review. Requests can be directed to - ethics@ecuad.ca .

Tip! If your planned research activities are expected to involve human participants, or directly impact communities (including Indigenous communities), the plan for ECU-REB review, with reasonable expectations of timing, should be in the advancement review proposal.

2. **The application** - Graduate student research is only reviewed by the ECU-REB after the advancement review in April. In most cases ECU-REB review is not available for graduate student research between May 15 and August 15. Use this time to draft your application and consult with the Research Ethics Coordinator to make sure it is ready for review in August or later. This kind of consultation and preparation before submission will reduce the likelihood of major revisions.

Tip! Graduate students can open and write research ethics applications on the Romeo Process Pathways interface, but the application can only be submitted by the supervisor. Students and supervisors should plan the timing, development and submission of the research ethics review together.

3. **Research Ethics Review** – Expect the ECU-REB to take 2-3 weeks from the submission of a complete application to approval.

If your project involves other institutions like hospitals, health authorities, universities and schools, or if your project involves Indigenous People (including First Nations, Inuit and Métis) or content, there may be other research ethics reviews or research protocols or research licences that are needed. The time needed for these multi-jurisdictional research ethics approvals are difficult to predict.

Tip! If your project involves other jurisdictions (like Universities, health facilities, or takes place in other countries), complete the supplementary TCPS2: CORE Module 10: Multijurisdictional Research (https://ethics.gc.ca/eng/research-recherche_module10.html). Allow at least an extra month for additional research ethics approvals.

Tip! If your project involves Indigenous People (including First Nations, Inuit and Métis) or content, complete the supplementary TCPS2: CORE Module 9: Research involving First Nations, Inuit and Métis Peoples of Canada (https://ethics.gc.ca/eng/research-recherche_module9.html). Ensure that your project is supported by meaningful consultation with Indigenous partner organizations.

If your project involves any of the following, it will need to be reviewed at a meeting of the full ECU-REB. This is **“Level 4 Beyond Minimal Risk”** in the *Risk and Review Tool* (<https://bit.ly/3anEY8j>):

- The research methods require other safety or regulatory approval. (Such as the testing of medical devices.)
- The research could potentially increase the vulnerability of already vulnerable people. (Such as research that identifies members of a group that is facing targeted violence or discrimination.)

- Research methods that rely on “deception” –such as situations that require that the participants be unaware that the research is taking place.
- The research methods present a risk to participants that is more than what they would normally encounter in similar, everyday activities.

Full board reviews require 1-2 months to complete.

Tip! The full board review process (i.e “Level 4 Beyond Minimal Risk”) is not recommended for first time applicants to research ethics reviews.

4. **Participant Research** – If this is your first research project that will involve the participation of others, start small and take advantage of all of the resources available to you.

This includes TCSP2:CORE tutorial and the other resources listed in the links above, as well as:

- Data Management Research Guide (Emily Carr University Library) - <https://guides.ecuad.ca/datamanagement>
- Resources for managing data security and privacy in research are found here - <https://www.connect.ecuad.ca/research/reb/resources>

5. **Post-Review Reporting and Closure** – Changes to ECU-REB approved research *must* be reported prior to implementation with research participants. At the completion of the approved research activities, you are asked to complete a closure report on the number of participants and any adverse incidents or changes. These reports are completed using simple “event” forms on the Romeo Process Pathways interface.

Tip! Fill in the “project completion” event form as soon as the activities with participants are completed. Research ethics files that have not been closed could delay your thesis approval.

For more information contact Lois Klassen, Research Ethics Coordinator, ethics@ecuad.ca