

RESEARCH ETHICS BOARD GUIDELINES FOR ETHICS REVIEW OF RESEARCH

A. RESEARCH & REVIEW

According to [KPU's RS1 Policy](#), all research conducted under the auspices of Kwantlen Polytechnic University involving living human participants requires ethics review and approval by KPU's Research Ethics Board (REB).

"Research" is defined as an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation. Important in this definition is that the intent is to "extend knowledge" in some way, and that it is done systematically, that is there is a clear set of procedures or methodology to gather information that will extend knowledge.

Research involving human participants entails researchers interacting with human participants to collect their data or responses to interventions, stimuli or questions that are relevant to the research.

Research exempt from review includes:

- Research that relies exclusively on publicly available information
- Research involving the observation of people in public places
- Research that relies exclusively on secondary use of anonymous information.

Activities not requiring REB review:

- Quality assurance and quality improvement studies
- Program evaluation activities and performance reviews, or testing within normal education requirements when used exclusively for assessment, management or improvement purposes.
- Creative practice activities

Please contact the REB (reb@kpu.ca) to confirm if your research is exempt or does not require ethics review. An exemption letter is provided by the REB.

B. MINIMAL RISK RESEARCH

Research is considered minimal risk if the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to research. If the research is considered minimal risk, the REB application will receive expedited review. In such cases, initial feedback from the REB regarding the application will be provided 2-3 weeks from date of submission.

C. MORE THAN MINIMAL RISK RESEARCH – requires Full Board Review If your research is considered above minimal risk; your ethics application will undergo full review by the Research Ethics Board (REB). Initial feedback from the REB can take up to 6 weeks, depending on the complexity of the application.

D. THE RESEARCH ETHICS APPLICATION PROCESS

Completion of the Tri-Council Policy Tutorial

KPU researchers must demonstrate research ethics knowledge, which may be done by completing the [TCPS 2 Online Tutorial](#). Please upload a copy of the Certificate of Completion to your application in ROMEO.

Research Involving First Nations, Inuit and Métis Peoples of Canada

KPU researchers must read [Chapter 9 \(Research Involving the First Nations, Inuit and Métis People of Canada\)](#) of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022).

Informed Consent

To help with creating an informed consent form, please review the Consent Form Guidelines.

Research Ethics Review Database System - Romeo

Once you have read the guidelines and completed your Consent form and other supporting materials to upload as attachment, follow these instructions:

- a. Log into ROMEO
- b. Click on “Apply New”
- c. Select the “REB Application” link
- d. Complete the applicable tab sections
- e. Under “Attachment” upload all your documents – application form, consent form, etc.
- f. Select “Add Attachment”
- g. Under “Doc / Agreement:” Select the form you are uploading
- h. Under “Upload Attachment:” Browse and upload the form
- i. After you have attached all necessary documentation, click “Save,” then click “Submit”
- j. Once submitted, your application will be automatically forwarded to the REB for review

Multi-jurisdictional Research Ethics Review Database System - RISE

KPU is a member of the Research Ethics British Columbia (REBC) network and part of the province-wide, harmonized system **for ethics review of studies conducted in multiple geographic areas involving the resources, people, patients or data from more than one BC research institution**. This includes recruitment of students at other BC universities or colleges. KPU researchers collaborating on multi-jurisdictional projects must submit their ethics review applications on the Research Ethics BC (REBC)'s [Provincial Research Ethics Platform \(PREP\)](#). The single, online application process housed within the UBC human ethics module in [RISe](#) enables multi-jurisdictional review of research ethics applications. To submit your application for harmonized review in [RISe](#), review the [REBC application instructions](#).

How to register to access PREP - RISE

To access the Provincial Research Ethics Platform (PREP) for harmonized studies, researchers must first create a [UBC CWL account](#). If you have no current or previous affiliations with UBC, create a **basic account** for RISE. You will not be able to self-register for a RISE account with a basic account, so the following step is to contact the RISE support team at risesupport@ors.ubc.ca. Please provide the RISE support team with the following information in your email and request your **researcher number**. The

researcher number will only be needed the first time you login to RISE. The research ethics coordinator must be copied in your email, the RISE team will need the approval to set up your account.

Title (e.g., Dr., Mr., Ms., etc.):

Full First name/Middle initial/Last name:

Work E-mail address:

Work Telephone number:

Rank (e.g., Instructor, faculty member, researcher, research assistant):

Dept./Affiliation:

Main work location (if at hospital):

E. REPORTING REQUIREMENTS

Progress and Completion Reports

According to [KPU's RS1 Procedure - Research Involving Human Participants](#), a progress report typically annually, is required for all approved ethics applications and course-based research projects. This report can be submitted to the REB via the Post-approval tab in ROMEO by the principal investigator (PI) or instructor of the course-based research. In addition, a final report must be submitted by the PI within 60 days of the completion of data collection.

Adverse/Incident Reports

In the conduct of your approved research, should unanticipated issues or incident(s) arise that may or may not increase the level of risk or have other ethical implications, researchers shall report them to the REB in a timely manner by emailing the Research Ethics Board reb@kpu.ca and calling the Research Ethics Coordinator (604)-599-3163. Detailed guidelines on how to report incident reports is available on the REB sharepoint page:

<https://kpuemp.sharepoint.com/sites/Research/SitePages/REB-Incident-Reporting.aspx>

All questions and clarifications concerning the interpretation of these guidelines should be directed to the Research Ethics Coordinator by phone 604-599-3163 or email reb@kpu.ca