

Use of BCIT's Logo on Study Documents Presented to Participants

BCIT's logo refers to the following:



The following guidelines apply to all documents (both electronic and hard copy) that may be presented to participants in a study. Such documents include: recruitment posters and letters, consent forms, surveys and questionnaires.

1. **BCIT's REB requires that documentation for all approved projects must clearly convey to the participants which institution(s) are taking responsibility for the study.** This is done by placing the names and/or logo(s) of the responsible institutions on all documents that are presented to the participants.
2. An institution's responsibility for the study may be primary or secondary, as explained below.
3. Generally, the institution with primary responsibility is the one that requires the study be done. Examples:
 - a. if the study is being done as part of a research contract accepted by BCIT from an industry client, then BCIT is the institution with primary responsibility;
 - b. if the study is being done by a BCIT student as part of a BCIT course, then BCIT is the institution with primary responsibility;
 - c. if the study is being done because it is part of a course being done by a PI (Principal Investigator) at another educational institution, then that institution is the one with primary responsibility (even though the PI may also be an employee of BCIT and the participants may be associated with BCIT).

The approval of the primary institution's REB is required before the study can proceed, and all participants involved in the study (whether they are directly or indirectly associated with the primary institution) can hold the primary institution responsible for anything adverse that might happen to them during the project. **The name and/or logo of the institution with primary responsibility should appear at the top of all documents that are presented to human participants in the study.**

4. On rare occasions, two or more institutions may be regarded as having equal (primary) responsibility for the study. In these situations, the names and/ or logos of all institutions that share primary responsibility should appear at the top of the document.
5. An institution is regarded as having secondary responsibility when it allows its resources (physical or resources) to be used to support a study that is the primary responsibility of another institution. Example: if BCIT allows its students to be used as participants in a study that is being done by a PI at another institution, then BCIT accepts secondary responsibility. In such cases, the approval of BCIT's REB is required before the study can proceed, and the participants associated with BCIT can hold BCIT responsible for anything adverse that might happen to them during the project, but BCIT will not accept responsibility for adverse events that happen to participants of the same study that are not associated with BCIT. **Logos of institutions with secondary responsibility should be placed at the bottom of documents presented to the participants.**
6. Where BCIT has secondary responsibility, the logo that should be used (and placed on the bottom of the page) shall be the BCIT logo.
7. For the current logo and letterhead, please consult the Loop if you are internal to BCIT and contact the REB Chair at research_ethics@bcit.ca if you are external. For the name of the current REB chair see:
<http://www.bcit.ca/appliedresearch/ethics/membership.shtml>
8. Some other institutions may not have policies similar to these regarding use of their name and logo on project documentation. If a situation arises where BCIT's REB policies disagree with those of another institution or if you require further clarification on how to apply these rules in a particular circumstance, please contact the REB Chair at research_ethics@bcit.ca.