



## Research Ethics Board

### Checklist and Suggestions for Applications to BCIT's Research Ethics Board (REB)

An ethical review by the Research Ethics Board is not required when:

- the research is about a living individual involved in the public arena, or about an artist, based exclusively on publicly available information, documents, records, works, performances, archival materials or third-party interviews. (Such research only requires an ethics review if the subject is approached directly for interviews or for access to private papers, and then only to ensure that such approaches are conducted according to professional protocols. If such is the case, fill out the **Request for Ethical Review** form in its entirety.)
- the research involves quality assurance studies, performance reviews or testing within normal educational requirements.

Otherwise, you must submit an application to the Research Ethics Review Board. Contact the REB Administrative Assistant for required documents and with any questions that you have at [research\\_ethics@bcit.ca](mailto:research_ethics@bcit.ca).

Have you completed the TCPS Tutorial on Ethics in Human Research?

#### The Ethics Application

- o Do you have: Your protocol or research plan?
- o Does your project satisfy the definition of research that requires review by an ethics review board according to the Tri-Council Policy section Section 1.A:  
<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>
- o Have you read BCIT Policy 6500 Research Ethics for Human Subjects section 2.1 Scope?:  
<http://www.bcit.ca/files/pdf/policies/6500.pdf>
- o Does your instructor and/or department need to review and approve your protocol?
- o Do you have: The ethics application form?
- o The instructions for completing the application are in [Guidelines for Ethical Review of Activities Involving Human Subjects](#).

## The Consent Form

- Do you have: Guidelines for Creating an Informed Consent Document?:  
[http://www.bcit.ca/files/appliedresearch/doc/reb\\_informed\\_consent\\_guidelines.doc](http://www.bcit.ca/files/appliedresearch/doc/reb_informed_consent_guidelines.doc)
- Have you read and understood the Tri-Council Policy Statement; Ethical Conduct for Research Involving Humans and specifically but not limited to Section 2: Free and Informed Consent?:  
<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>
- Have you reviewed an example consent form and Checklist Based on Tri-Council Policy Statement?  
<http://www.bcit.ca/files/appliedresearch/pdf/sample-consent-form-3.pdf>
- Guidelines for payment of research subjects from the University of California San Francisco.  
<http://www.research.ucsf.edu/chr/Guide/chrPayment.asp>

## Other documents

- If you will be 'advertising' for subjects, please include a copy of the ad that you intend to use.
- Questionnaires, include copies of each questionnaire and ensure they are properly identified.
- Include any additional safety data, investigator's brochure or any other documents that the REB may need to fulfill its responsibilities
- If your application is for funded research have you included a copy of the budget?

## General

- Is each and every document you are submitting identifiable and have proper quality control? Have you included a date, version number and Page 'x' of 'X'?
- BCIT's REB is only able to review documents that can be referred to specifically such as: Protocol Title: Research study to determine ..., Version 'x', dated Month, day, year and containing 'X' pages.
- Have you used a four-digit year nomenclature when referring to a date e.g. project start date? (YYYY/MM/DD)

Please submit each of the required documents (application and other appended documents) as email attachments to the BCIT REB Administrative Assistant at [research\\_ethics@bcit.ca](mailto:research_ethics@bcit.ca). Also send one copy of the package in paper-form to the REB Administrative Assistant with appropriate signatures.

The REB meets regularly and the deadline for submission is two weeks prior to the meeting date. Contact the REB Administrator for meeting dates.