

Ethics Applications

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Office of Research Ethics and Integrity:

<https://research.uottawa.ca/ethics/>

What do REBs do?

- REB: research ethics board oversee projects prior to their inception and during their execution
 - Social Sciences and Humanities REB evaluates Telfer projects
- Administrative support to ensure that research projects respect all applicable guidelines...Tri-Agencies (SSHRC, NSERC and CIHR) TCPS2 policy 2018 and online training module
 - http://pre.ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html
 - <https://tcps2core.ca/welcome>
- Assess and sanction the ethical aspects of **ALL research projects involving human participants** (personnel, students, or patients) conducted under university jurisdiction by professors and students

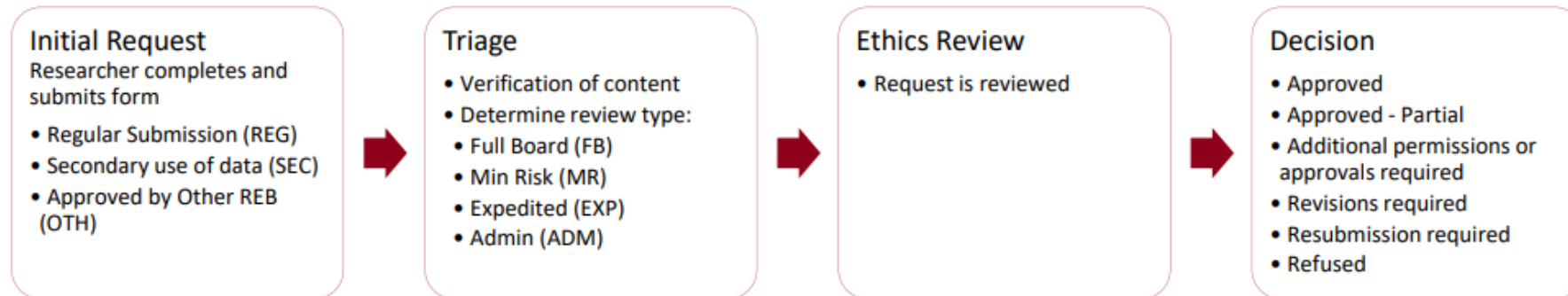
There is always an element of risk in research, even if minimal and comparable to every day life

Research Ethics Approval Process

- All REB submissions are now completed online via **eReviews**
- Refer to their comprehensive user guide for troubleshooting
- Refer to REB evaluation checklist

Overview of REB Review Process

Initial Review



<https://uottawa.evision.ca/uottawa/faces/login.xhtml>

https://research.uottawa.ca/ethics/sites/research.uottawa.ca.ethics/files/ereviews_user_guide_-_researcher.pdf

https://research.uottawa.ca/ethics/sites/research.uottawa.ca.ethics/files/reb_evaluation_checklistweb2018.pdf

Levels of Review: Overview

RESEARCH PROJECTS	CRITERIA	DEADLINES	SUBMISSION PROCESS	TIME REQUIRED
Full REB review	Default procedure for all research projects involving human participants	First working day of month except Dec	eReviews (online)	6+ weeks
Minimal Risk	Risks must not be higher than those lived in every day life (see website for restrictions)	First working day of month except Dec	eReviews (online)	4-6 weeks
Expedited Review	<ul style="list-style-type: none"> • Project already approved by another REB • Minor revisions to a previously approved project • Projects using non-public secondary data 	N/A	eReviews (online)	2-3 weeks

Delays are the norm!

THESIS: REB

https://research.uottawa.ca/ethics/sites/research.uottawa.ca.ethics/files/ereviews_user_guide_-_researcher.pdf

Students registered in an MSc or PhD program

- Complete the REB request... you are the Principal Investigator (PI). Click submit and request will be **locked until Supervisor approves**.

Project approval by thesis committee

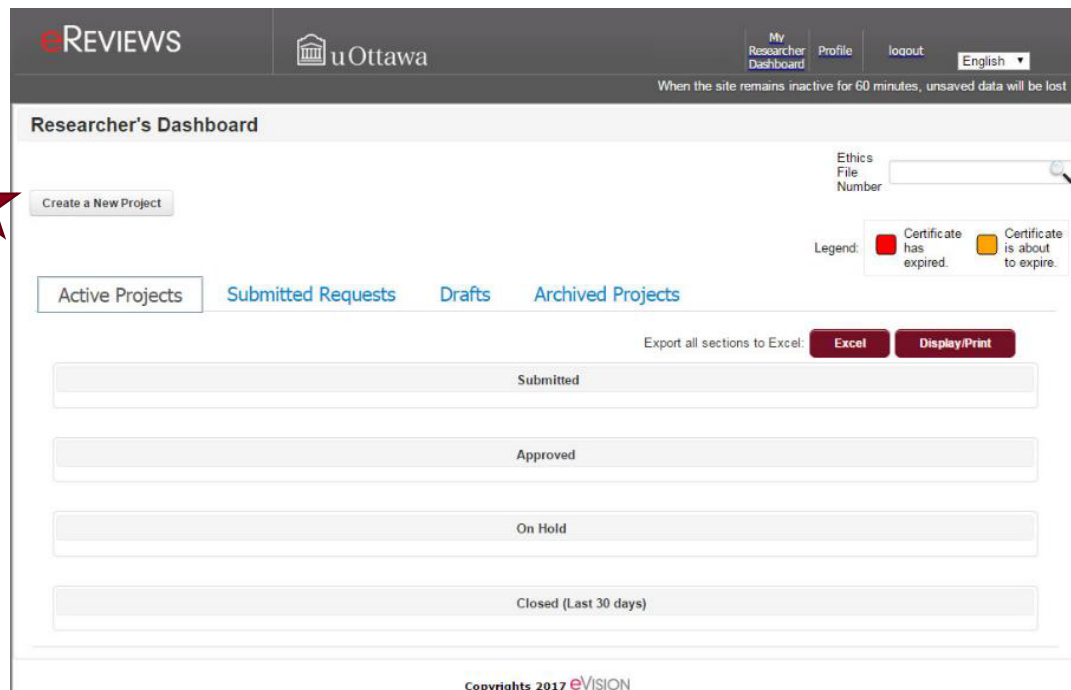
- Must get project or thesis proposal approval before applying for REB
- Ensures that the methodology of a project has been reviewed and approved by the thesis committee
- REB does not have access to your proposal, your **ethics application must stand alone**

Supervisor Form – Confirmation of Methodology

- If not submitting a thesis proposal REB request, supervisor must submit “Supervisor Form” for **all other student research projects**

Submitting applications through eReviews:

1. Create a new account using your uOttawa email username (before @uottawa.ca) and password
2. Follow instructions to validate your account
3. Complete the **Researcher Profile**
4. Click on the **Researcher's Dashboard** and create a **New Project**
5. Review your application before submitting it



The screenshot shows the eReviews Researcher's Dashboard. At the top, there is a navigation bar with the eREVIEWS logo, the uOttawa logo, and links for 'My Researcher Dashboard', 'Profile', and 'logout'. A language dropdown menu is set to 'English'. A warning message states: 'When the site remains inactive for 60 minutes, unsaved data will be lost'. Below the navigation bar, the main content area is titled 'Researcher's Dashboard'. On the left, there is a 'Create a New Project' button, which is highlighted with a red star. To the right of this button is an 'Ethics File Number' search field. Below the search field is a legend: a red square indicates 'Certificate has expired' and a yellow square indicates 'Certificate is about to expire'. There are four tabs: 'Active Projects', 'Submitted Requests', 'Drafts', and 'Archived Projects'. Below the tabs, there are two buttons: 'Excel' and 'Display/Print'. The main content area contains four sections: 'Submitted', 'Approved', 'On Hold', and 'Closed (Last 30 days)'. At the bottom of the page, there is a copyright notice: 'Copyrights 2017 eVISION'.

Prepare in advance!...long and frustrating process

THESIS: REB

Application content:


refer to REB evaluation checklist and ethics info on Telfer website

<https://telfer.uottawa.ca/en/research/graduate-student/>

<https://telfer.uottawa.ca/assets/research/documents/docs/Ethics-tips-EN-Sep2019.pdf>

Project description: include ethical implications, conflicts of interest.

- ✓ Include as much detail as possible, justifications, refer to literature for support (add reference list)
- ✓ Use full sentences providing complete answers – no N/A's
- ✓ Avoid technical jargon, define terms and abbreviations



Your application must stand alone...DO NOT REFER TO YOUR THESIS PROPOSAL

THESIS: REB

- **Recruitment process: describe “who, how, what” participants**
 - ✓ Inclusion and exclusion criteria with justification
 - ✓ Include recruitment texts (emails, posters, letters) and how will deal with coercion
- **Participation process: include copies of all material used (questions, guide)**
 - ✓ clearly explain what participation entails, duration and location
 - ✓ how and what data will be collected, compensation \$\$
 - ✓ **SurveyMonkey** online tool, free to all uOttawa students: templates and tips useful for preparing questionnaires, surveys. <https://it.uottawa.ca/software/surveymonkey>
 - ✓ Qualtrics surveys: quantitative data collection tool
<https://uottawatelfer.ca1.qualtrics.com/login?path=%2FControlPanel%2F&product=ControlPanel>
- **Consent process: templates on REB website**
 - ✓ include consent forms: consent is implied for surveys...include text
 - ✓ clearly explain how you will obtain consent and avoid coercion, partial disclosure or deception are clearly indicated and explained
<https://research.uottawa.ca/ethics/guidelines/consent-process>

Collaboration with hospitals:

- You still need approval from uOttawa REB
- Make sure you first apply for the hospital REB
- Having the hospital ethics approval/certificate is likely to expedite the reviewing process of uOttawa REB application (2-3 weeks)
- If you don't submit the hospital ethics approval, your application could be considered a full board evaluation (6 weeks+)



BOTTOM LINE

- Online application should be submitted by the **first working day of each month (not Dec)**
- uOttawa REB only meets once a month
- REB doesn't review applications in Dec
- Start **eReviews** application and gather supporting documents before your thesis proposal is approved. **ASK YOUR SUPERVISOR!**
- For minimal risk ethics applications (most cases survey/interviews based): **expect response after 6 weeks**
- Ethics application can only be submitted after thesis committee approval

CONTACT INFORMATION

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