

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

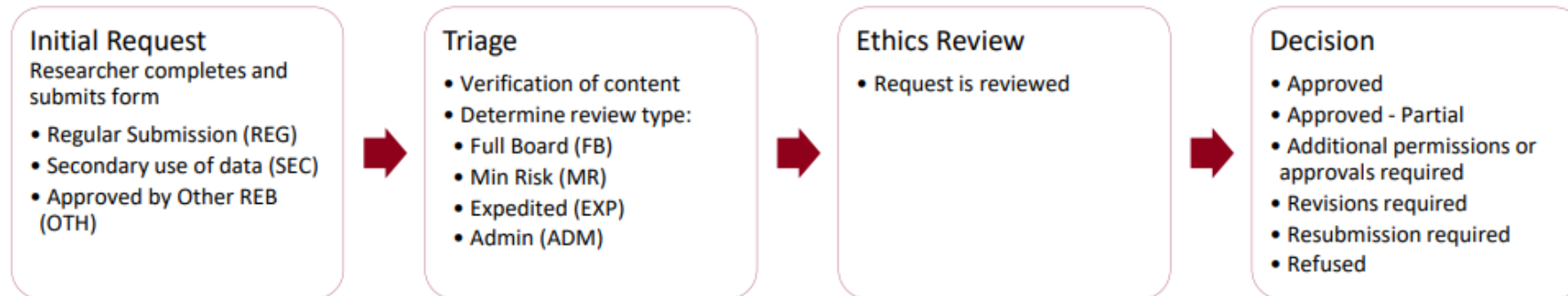
There is always an element of risk in research, even if minimal and comparable to every day life

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

THESIS: REB

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! Plan ahead

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

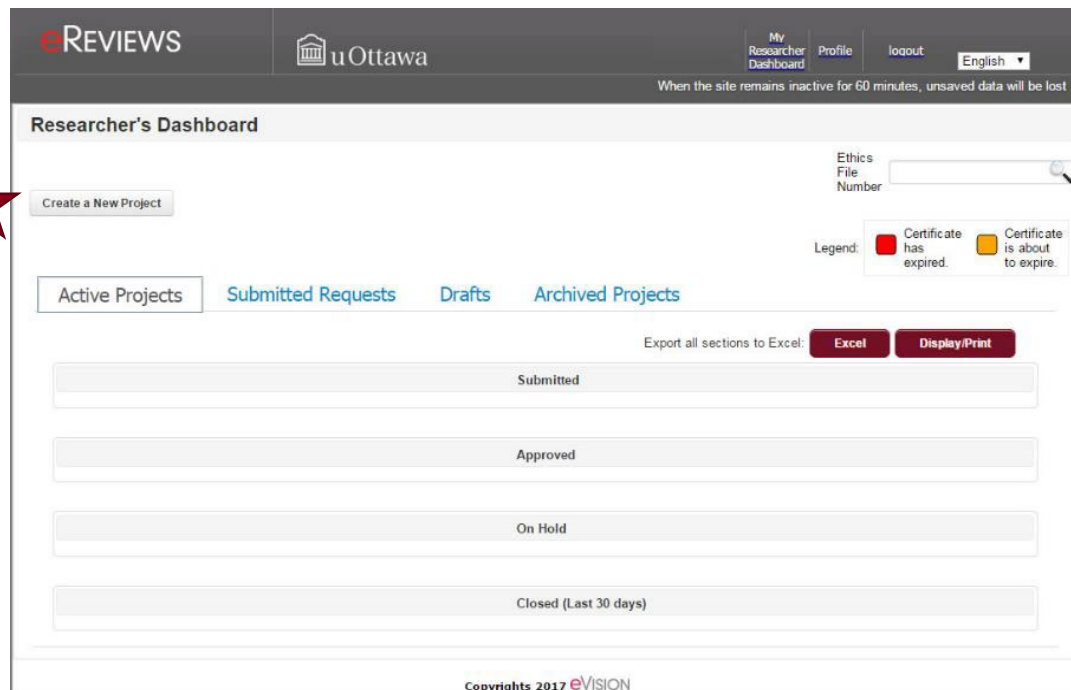
- Must get project or thesis proposal approval before applying for REB
- Ensures that the methodology of a project has been reviewed and approved by the thesis committee
- REB does not have access to your proposal, your **ethics application must stand alone**

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, 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".

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 a search field for "Ethics File Number". Below the search field is a legend: a red square indicates "Certificate has expired" and a yellow square indicates "Certificate is about to expire".

Below the legend, there are four tabs: "Active Projects", "Submitted Requests", "Drafts", and "Archived Projects". The "Submitted Requests" tab is selected. Below the tabs, there are four sections for project status: "Submitted", "Approved", "On Hold", and "Closed (Last 30 days)". Each section has a corresponding button to "Export all sections to Excel" (Excel) and "Display/Print".

At the bottom of the dashboard, 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/Ethics-tips-EN-Dec2020.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://www.uottawa.ca/about-us/information-technology/services/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://www.uottawa.ca/research-innovation/ethics/forms-templates#:~:text=keyboard_arrow_right,Consent,-Templates

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, 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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