



## **INSTRUCTIONS FOR PERSONS REQUESTING ETHICS REVIEW OF A RESEARCH PROPOSAL**

All requests for research ethics approval must conform to the guidelines established by the *TCPS2 - Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2010)*.

This Policy Statement is available in the Reserve Collection of the Cardinal Carter Library (call number RRM 5012) and from the Internet at various sites.

The *TCPS2 - Tri-Council Policy Statement* expresses minimal standards. These standards are enriched by King's University College statement of philosophy as a Catholic Christian institution and our community's commitment to an ethical culture in which "knowledge is meant to serve the human person." (*Ex corde ecclesiae*, 1990, no. 18)

### **1. What sorts of research proposals require ethics review?**

Normally all research that involves living human participants requires an ethics review. The following are exceptional cases in which ethics review is not normally required:

- a) Research based exclusively on publicly available information, where there is no interaction between researcher(s) and participant(s). This would include print and online publications in the public domain, private documents and recordings used with proper authorization, observed public performances and behaviours;
- b) Quality assurance studies, program evaluations or performance reviews of individuals or organizations if there is no communication of findings to people other than the participant(s);
- c) Testing that is usually required to assess the academic progress of students, even if these results are later used as aggregate data for research;
- d) When a King's professor is hired externally to do research outside of King's. However, it should be noted that if the faculty member gives an affiliation with King's, then the research would need to receive ethics review through King's RERC;
- e) The RERC does not require that research for student theses (4th-year or Masters) or independent studies be reviewed and approved by the RERC. These theses or independent studies projects will be reviewed by the department, programme or school. The RERC would still welcome requests for a consultation initiated by a student or the Supervising Professor or the Chair/Director concerning a thesis project;

f) The RERC will normally not introduce new objections to a study when previous recommendations or objections have been adequately addressed and approval given. The researcher, however, has the responsibility to inform the RERC of any changes to or adverse events encountered in the study.

**2. If my proposed research is of the sort that requires ethics review, when must I request this from the *King's University College* Research Ethics Review Committee?**

a) If the sole or primary investigator is a member of the faculty or an employee of King's University College. Complete the Non-medical Research RERC Submission Form and provide the necessary attachment(s).

b) If the investigator is a student supervised by a member of faculty in a class assignment, the supervisor normally acts as the reviewer. The student should complete and submit a Student Project Ethics Review Protocol Form to the supervisor. The original signed and dated copy remains with the supervisor.

**3. How soon should a request for assessment be submitted to the Chair of the King's University College Research Ethics Review Committee?**

a) An application for ethics review should be uploaded to the Research Ethics Review Committee uploading website on or before the submission deadline. Once an ethics review application is uploaded successfully, the researcher will receive an automatic email notification.

b) The RERC will receive and review submissions throughout the calendar year as per the attached schedule (i.e., RERC will accept submissions at regular intervals in the academic year and meet within a week as per the published schedule to review those submissions). During the academic year (September 1 to April 30) a response will be given within three weeks from the time the Chair of the RERC notifies the researcher(s) that the application has been received. The RERC recognizes that, on occasion, there may be circumstances, which necessitate a shorter response time. In those cases, some reasonable accommodation can be made. During the summer months (May 1 to August 31), however, given the potential difficulty of forming a duly constituted subcommittee of RERC, applicants should anticipate and make allowances for the possibility of significant delays, given that a submission may require Committee discussion.

**4. What should a request for review submitted to the Chair of the King's University College Research Ethics Review Committee include?**

a) A completed King's University College KUC Non-medical Research RERC Submission Form. The form is available as a Word template from Shirley Bratscher, Administrative Assistant to the Chief Librarian (2nd Floor, Cardinal Carter Library) or online at [http://www.kings.uwo.ca/kings/assets/File/research/erc/non\\_med\\_research\\_erc\\_submission\\_form\(1\).doc](http://www.kings.uwo.ca/kings/assets/File/research/erc/non_med_research_erc_submission_form(1).doc)

b) Attachments: Research protocol (including recruitment and debriefing procedures, if any), all instruments to be used (or, for conditional approval, a draft of any instruments in the process of being developed or validated), any information to be read or given to participants, and consent form(s).

The Committee will keep a researcher's submission, the minutes of the meeting(s) where it is discussed, and any correspondence confidential except when required by

the researcher, funding agencies, and any institution outside the College with which the researcher is collaborating.

The Committee will try to accommodate requests of researchers to participate in the discussion of their proposals as long as they are not present during the decision-making.

If you do change an approved protocol, please complete and submit the form ["Notification of Revisions or Additions to an Approved Protocol"](#).

**5. What if I disagree with the assessment of the King's University College Research Ethics Review Committee?**

You may write a response or request a meeting with the Committee to present your point of view for reconsideration. If the issue(s) cannot be resolved, the Candidate has the option to refer this matter to the King's University College Research Ethics Appeal Board. Please see the Application Process Flowchart and Guidelines for further details.

**6. If I have other questions, can I contact any one of the members of the King's University College Research Ethics Committee?**

Once your application is submitted, we ask that you communicate via e-mail solely with the Administrative Assistant and the Chair. Prior to your application being submitted, you can ask the Administrative Assistant, Chair or any committee member for direction.

The following are the committee members for 2014-2015:

- L. Béres (SWK - Chair)
- D. Sylvester (*ex-officio*)
- R. Soulodre-La France (*ex-officio*)
- C. Chovaz (SS)
- C. Lavrence (SS)
- J.-K. Kato (ARTS)
- J. Zuccherio (KUC Community Representative)
- Y. Hamzo Ventresca (Outside KUC community)
- N. Fairweather (Student Representative/graduate)
- A. Newton (Student Representative/undergraduate)

**KUC NON-MEDICAL RESEARCH RERC SUBMISSION FORM**