

**Research Ethics Board**

**Research Ethics Review Guidelines for Applicants**

***Research Requiring Ethics Review***

Any research that involves humans or human biological material requires review and approval by a research ethics board. External researchers, whose research involves the Fanshawe community must apply to the Fanshawe College Research Ethics Board (REB) for an ethics review before proceeding. Fanshawe employees must apply to the Fanshawe REB if their research involves any financial assistance or support from Fanshawe including but not limited to; internal or external funding held by Fanshawe, allocation of SWF time, educational or professional upgrading. The research ethics review is intended to help support and promote a positive research environment.

***Policies***

Research requiring review by the Fanshawe College Research Ethics Board (REB) must comply with the following policies:

* [*Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/)*[[1]](#footnote-1) (*TCPS2 2014)
* [Fanshawe research-related policies](http://www.fanshawec.ca/research/reb/resources)

***Application Requirements***

1. The *Application for a Research Ethics Board (REB) Review* is to be completed in detail, with supporting documents attached as required.

NOTE: Prior to submitting an application, applicants should complete the checklist at the end of the *Application for a Research Ethics Board (REB) Review.* Only complete applications will be reviewed.

1. Applications must be submitted to the Centre for Research and Innovation (CRI) office by the first business day of the month (Meeting dates are posted on the [REB website](http://www.fanshawec.ca/research/reb/dates).)

NOTE: Minimal risk protocols (as determined by the REB) may be expedited through delegated review outside a scheduled REB meeting.

***Review Process***

1. Upon receipt of an application, the Fanshawe REB will review the application in accordance with ethical guidelines governing research involving human participants as outlined in the TCPS2 (2014), as well as applicable Fanshawe College policies.
2. After REB review, the application will be:

* approved as submitted;
* clarification(s) requested;
* revision(s) required; or
* not approved.

1. The REB will notify the applicant(s) in writing within one week of its decision.

***Reconsideration***

1. Applicant(s) may request a reconsideration of the REB decision to the Chair of the REB; this request should be accompanied by a detailed rationale.
2. Requests for reconsideration of a delegated review will be considered as a request for a full-Board review and will be conducted at the next scheduled meeting; requests for reconsideration of a full-Board review will be conducted at the next scheduled meeting.

NOTE: Upon request, the REB may allow the applicant(s) to present the rationale in person; however, following the presentation, the applicant(s) must leave the room to allow the REB to deliberate *in camera*.

1. The REB will notify the applicant(s) in writing within one week of its decision.

***Appeals***

1. Applicant(s) may appeal a reconsideration decision to the Chair of the REB, who will forward the application to the Chair of the Research Ethics Appeal Board.
2. The Research Ethics Appeal Board will be convened within one month.
3. The Research Ethics Appeal Board will notify the applicant(s) in writing within one week of its decision. The decision of the Appeal Board is final.

Any time the application is reviewed within the process the researcher’s document(s) only will be submitted for review; not the board’s evaluation(s) and/or decision.

***Submission Instructions***

Submit one **signed**, copy of the completed application and supporting documentation in either hard copy or digital form to:

Attention: Wanda Anderson, Research Ethics Board Coordinator

Fanshawe College Research Ethics Board

c/o Centre for Research and Innovation (CRI)

Fanshawe College, Room K1024

1001 Fanshawe College Blvd.

London, ON, Canada N5Y 5R6

Or by email to*:*

Wanda Anderson, Research Ethics Board Coordinator: [w\_anderson10@fanshawec.ca](mailto:w_anderson10@fanshawec.ca)

1. This document was produced and is maintained by members of the Tri-Council (the Natural Sciences and Engineering Research Council, the Canadian Institutes of Health Research and the Social Sciences and Humanities Research Council) -- the three, major research granting agencies in Canada. [↑](#footnote-ref-1)