

# Research Ethics Board

July 2024

**LOYALIST  
COLLEGE**

# Terms

## **Research**

*A disciplined inquiry or investigation with the goal of gaining or extending knowledge.*

## **Ethics**

*Principles or values used to define acceptable conduct. Ethical guidelines help distinguish between good and bad and right or wrong.*

## **Research Ethics**

*Applying sound moral principles when conducting scientific inquiry.*

# What is an REB?

- A panel that evaluates research proposals involving human participants
- Deliberations & decisions are confidential
- REB members have a range of experience and expertise (data collection, research, science, technology, legal knowledge, ethics guidelines)
- Primary duty: to ensure human participants in a research study are protected and respected
- REB members function as advocates on behalf of human participants in a proposed study

# The REB at Loyalist

- Functions independently from the College
- Receives no financial compensation
- Faculty and staff of the College; at least one community member (all are volunteers)
- Formed in 2015; meets monthly
- St. Lawrence College REB evaluated Loyalist applications before 2015

# Who is on the Loyalist REB?

- A minimum of five members (faculty & staff)
- Two community members not affiliated with the College
- A chair (or co-chairs)
- Members must be Canadian citizens or permanent residents
- A list of REB members is posted at:
  - <https://loyalistappliedresearch.com/research-ethics-board-ario>

# Mandate of Loyalist REB

Ensure research involving human participants meets standards detailed in the Tri-Council\* Policy Statement on Ethical Conduct for Research Involving Human Participants

[https://ethics.gc.ca/eng/policy-politique\\_tcps2-eptc2\\_2022.html](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html)

*\*Tri-Council is: Canadian Institutes of Health Research; Natural Sciences and Engineering Research Council of Canada; Social Sciences and Humanities Research Council of Canada*

# Tri-Council Policy Statement (TCPS 2)

- Policy Statement: Ethical Conduct of Research Involving Human Participants (1998, 2010, 2014)
- REB members must complete TCPS2 on-line training certification
- Website:
  - <http://tcps2core.ca/welcome>
- Three principles define value of human dignity:
  - ✓ Respect for persons
  - ✓ Concern for welfare of participants
  - ✓ Justice and Fairness

# Tri-Council Policy Statement (TCPS 2)

TCPS 2: CORE  
Welcome

Panel on Research Ethics  
www.pre.ethics.gc.ca

More Information<sup>1</sup>  
Rollover Glossary<sup>2</sup>  
External Link<sup>3</sup>  
Internal Link<sup>4</sup> ➤

## TCPS 2: CORE — Tutorial

The online tutorial TCPS 2: CORE (Course on Research Ethics) is an introduction to the 2nd edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)*. It consists of eight modules focusing on the guidance in TCPS 2 that is applicable to all research regardless of discipline or methodology.

The purpose of TCPS 2: CORE is to provide an introduction to TCPS 2, primarily for researchers and, secondarily, for **REB<sup>2</sup>** members.

If this is your first time accessing TCPS 2: CORE, we suggest you click on the "CORE User Guide" for some tips on navigating the modules. There are also some other useful links below. Or you may go directly to the program by clicking the Log In button at right.

- CORE User Guide
- FAQ
- Acknowledgements
- Terms of Use
- Glossary
- Copyright
- Help/Contact Us
- Institutional Access

**LOGIN TO CORE /  
CREATE ACCOUNT**

Best viewed at a screen  
resolution of 1280 x 720 pixels.

Home Glossary FAQ Help/Contact Us Acknowledgements Dashboard Account Details Logout

Government of Canada / Gouvernement du Canada

Canada

100% 12:13 PM 5/12/2014



# What Project Require REB Approval?

## **Research on human subjects, including:**

- ✓ Human tissues or biological fluids
- ✓ Human remains or cadavers
- ✓ Embryos or fetuses

## **Studies involving human research:**

- ✓ Conducted by College faculty, staff or students
- ✓ Conducted on College premises
- ✓ Involves use of resources/facilities at the College

# What Project Require REB Approval? Continued

- Student- and course-based research involving human participants
- Researchers outside the College who wish to conduct research using any member of the College community or College resources
- No data collection may begin until a researcher has submitted an application to the REB and it has been approved by the REB

# Projects not Requiring REB Approval

- Evaluations part of regular college business  
(Student tests/exams, employee performance review)
- Quality assurance studies/surveys  
(Key Performance Indicators; student performance rates)
- Usage/service surveys  
(e.g. a library or cafeteria survey on usage/feedback)
- Data collected for college decision-making  
(Program reviews, student course evaluations)
- Use of secondary data from public sources

# Applying for REB Approval

- Step 1: Complete TCPS 2 online tutorial
  - <http://tcps2core.ca/welcome>
- Fill out appropriate application form
  - Loyalist application (if study is at Loyalist only)
  - Or multi-site application if conducting research at more than one college
- Include all consent forms, information letters, questionnaires and supporting documents with application

If you have questions, contact:

Dr. Jessica Becking  
Research Coordinator, Applied Research & Innovation  
(613) 969-1913, ext. 2406 [jbecking@loyalistcollege.com](mailto:jbecking@loyalistcollege.com)

# Application Process

Important reminders about application process:

- Staff will answer basic questions about an application
- Staff role is not to edit, proof-read, analyze or evaluate the quality of your application or your research methodology
- Submit your application to staff
- The REB strives to review and respond to applications within two weeks (not in July and August)
- Multi-site REB reviews – for a study at more than one college – typically take longer for approval

# REB Evaluation Process

## Types of review

1. Delegated review: if study is deemed minimal risk, REB chair and one member review
2. Full-board review: if study is deemed of higher risk, a quorum of REB members review/discuss at monthly meeting

# Assessment Criteria

- ✓ Level of risk to participants
- ✓ Informed consent
- ✓ Precautions/considerations for vulnerable populations
- ✓ Safeguards: privacy and confidentiality
- ✓ Potential conflict of interest

# Informed Consent

Researchers must fully & clearly inform participants:

- About the purpose and nature of the research
- About potential risk(s) and benefit(s) to participants
- Their participation is entirely voluntary
- They may withdraw at any time, without providing a reason, without penalty
- That if they are not able to give informed consent, they are not eligible to participate



# Informed Consent

## Important reminders:

- Consent forms must be clear and easy to understand
- Participants should *actively* choose whether or not to participate
- A lack of response (i.e. a statement such as: “Your consent to participate will be assumed unless you indicate otherwise to the researchers”) does not qualify as informed consent
- Written consent is not required in all circumstances. For example, it may be acceptable to require participants click a box in an online survey or provide verbal consent

# Privacy and Confidentiality

- Informed Consent forms must tell participants how their privacy and confidentiality will be assured
- Privacy of participants must be maintained *during* the research stage and *afterwards* (data collection and disposal)
- Data storage: locked file cabinets, locked office
- Limited access: coding of data, security clearance
- Technological safeguards: password protected, encryption, biometrics
- Data sent to the United States, or uploaded to U.S.-based servers (e.g. Survey Monkey), are open to access by U.S. regulatory bodies. Researchers must inform participants of this fact.

# Personal Health Information

## PHIPA Requirements

- Paper files with identifiable information must be kept in a locked cabinet in a locked office (e.g. not at home)
- Electronic files with identifiable information must be stored on a password-protected computer on a secure network (i.e. virus protection, file backup, firewall) or they must be encrypted.
- Electronic files with identifiable information may be stored on mobile devices (e.g. laptop, CD, USB, PDA), but no alternative method of storage; these files must be encrypted.
- Identifying and/or identifiable PHI cannot be transmitted by email unless it is encrypted

## Coding

- Identifying and/or identifiable PHI must be protected by coding system
- The code (study ID and identifiable PHI) must be isolated from study data and stored in a secure manner

# Vulnerable Populations

## **Vulnerable populations include people:**

- Under age 18
- With intellectual difficulties or mental illness
- Receiving medical treatment; with on-going health issues; in medical emergencies; in long-term care
- In prison
- Who are elderly
- Aboriginal people
- People living in poverty
- Otherwise unable to consent

# Conflict of Interest

- A conflict of interest may be real, potential or perceived
- Conflict of interest may involve the researcher, the institution and/or participants
- A conflict of interest may jeopardize integrity of research
  - Some examples:
    - Power imbalance (boss/employee; teacher/student)
    - Interpersonal relationship (e.g. between researcher and participant)
    - Researcher has dual roles
    - Financial gain or reward

# Types of REB Decisions

When the REB reviews your application, it will deliver one of the following decisions:

- Approved  
(You may begin data collection)
- Recommended for Approval  
(Questions from REB need to be addressed. You must submit revised application for review by REB chair & Applied Research & Innovation Department staff)
- Pending Approval  
(Significant issues/questions from REB to be addressed. Revised application must be resubmitted for review by REB.)
- Not approved  
(Applicant may appeal decision. The REB at Durham College would be the appeal board for Loyalist College.)

# Website

<https://loyalistappliedresearch.com/research-ethics-board-ario>

## **REB Policies and Forms**

- AOP 220: Integrity in Research and Scholarship (under review)
- Loyalist College REB application form
- Completion and Termination form
- Renewal and Amendment form
- Adverse Event form
- Acknowledgement of Course-Based Research with Human Participants form

## Sources

Sarah Matthews, Research Services Officer, Applied Research Office, St. Lawrence College, Kingston

Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2022.

[https://ethics.gc.ca/eng/policy-politique\\_tcps2-eptc2\\_2022.html](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html)

*A Guide to the Personal Health Information Protection Act, December 2004*, by Ann Cavoukian, Ph.D., Information & Privacy Commissioner for Ontario.

<https://www.ipc.on.ca/resource/a-guide-to-the-personal-health-information-protection-act/>