



SLC-REB Go-No-Go Checklist

Checklist to Determine If SLC-REB Review Is Required

No Review Required:

Simply proceed with your project if:

- No human participants are involved (e.g. analysis of certain gravel for potential use in a road bed)
- No data related to human participants (e.g. data about qualities of gravel)
- Evaluation is part of standard college business: (e.g., student or employee performance)
- Evaluation is part of standard college quality assurance or quality improvement studies (e.g. KPI surveys, student course evaluations, Program Review focus groups, studies of student performance rates)
- Secondary data only (all information is publicly available and there is no expectation of privacy associated with the information)

REB Record of Activity Required Without Formal Review:

- Course-Based Research Project — individual or group assignment for part of course credit AND involving either human participants or data from them or about them (e.g. assignment or student-designed project includes survey of student peers, survey in mall, website, or placement personnel)
 - Complete the “Acknowledgement of Course Related Research Form”, obtain your supervisor’s signature, signifying awareness, not approval, and file once with the REB by sending to the Academic Services Officer. Subsequent assignments need no submission unless substantially



different with a change in goal, media type, audience type, risk type. The REB will acknowledge receipt of the form.

- This process achieves college 'due diligence' and you proceed with your project.

REB Review Is Required Prior to Commencing Research:

- Human participants (e.g. tissue or fluid sample, opinion survey, focus group, interview, treatment)
- Data collected from people (e.g. surveys, focus groups, interviews in person, phone, e-mail)
- Data about people (e.g. academic, health, consumer, legal records)
- Course-Based Research Project involving human participants or data from them or about them which constitutes entire course credit such as a degree program thesis or 'capstone' project.
- Publication (planned or reasonably likely) of any of the above except research without either human participants or data from them or about them. Includes sharing generalized, anonymous results with any party outside the college.
- External organization or researcher involving any college resource in any respect with research involving human participants, data from them, or about them.

When in Doubt:

If you are still unclear as to whether your project requires SLC-REB ethics review – err on the side of caution to assure appropriate consideration of any potential risk to human participants. Ethics approval cannot be granted retroactively. If you have any questions contact the Research Ethics Officer, Anthony Wright, at 613-544-5400 ext. 1621 or email awright@sl.on.ca.



Definition of “Research” for SLC-REB Purposes:

- “Research” is defined by the Tri-Council Policy Statement: Ethical Research Involving Humans (TCPS2-2014) as an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation. The term “disciplined inquiry” refers to an inquiry that is conducted with the expectation that the method, results, and conclusions will be able to withstand the scrutiny of the relevant research community.
- “Research” is not:
 - spontaneous, anecdotal, unclear in objective, nor does it present risk, human involvement, planning, or dissemination out of the ordinary.

Key Resource for Ethical Research Involving Humans:

Canada’s leading research granting agencies are: Canadian Institutes of Health Research (CIHR), Natural Sciences and Engineering Research Council (NSERC), and Social Sciences and Humanities Research Council (SSHRC), also known as the Tri-Agency. The Tri-Agency harmonized Canadian research ethics in the [Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans \(TCPS\)](#) and the [Tri-Agency Framework: Responsible Conduct of Research \(RCR\)](#). Besides being commendable policies pertinent to much of St. Lawrence College’s programming and audiences, they are policies that SLC is required to respect as a condition of our Memorandum of Understanding (2008, 2012) that grants SLC the eligibility to receive funds from the Tri-Agency (and several other funding sources that require researcher adherence to the TCPS). Accordingly, the TCPS is a key resource to consult when looking for guidance on how to conduct ethical research involving human participants. The policy can be found online on the [Government of Canada’s Panel of Research Ethics website, TCPS2 \(2014\)](#).



For More Information:

Check out the [SLC-REB website](#). If you do not find the information you are looking for there, then contact the Research Service Officer, Anthony Wright, 613-544-5400 ext. 1621 or email awright@sl.on.ca .