



<b>Section 400</b>	<b>Review of Research</b>
<b>Title</b>	<b>Research Requiring SLC-REB Review</b>
<b>SOP Code</b>	<b>401.002</b>
<b>Effective Date</b>	<b>August 29, 2019</b>

### Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

## 1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to describe research activities that require SLC-REB review and research activities that do not fall under the scope of the SLC-REB review.

## 2.0 SCOPE

The scope of this SOP pertains to the review of ethical acceptability of research involving humans that falls under the SLC-REB oversight. SLC-REB oversight is limited to those activities defined by the *Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans* (TCPS) as “research” involving “human participants”.

## 3.0 RESPONSIBILITIES

All SLC-REB members and Research Services Office are responsible for ensuring that the requirements of this SOP are met.

## 4.0 DEFINITIONS

See Glossary of Terms.

## 5.0 PROCEDURE

All research involving human participants must be reviewed and approved by the SLC-REB. No intervention or interaction with human participants in research, including recruitment, may begin until the SLC-REB has reviewed and approved the research protocol, consent documents, and recruitment materials.

### 5.1 Research that Requires SLC-REB Review

5.1.1 The following requires ethics review and approval by the SLC-REB before the research commences:

- 1.0 Research involving human participants,
- 2.0 Research involving human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials and stem cells. This applies to materials derived from living and deceased individuals,
- 3.0 Student thesis research projects:
  - Students in the Honours Bachelor of Behavioural Psychology program (BPSYC) conducting a thesis research project involving human participants will submit the REC-P Application to the Research Ethics Committee – Psychology (REC-P), a sub-committee of the SLC-REB, for delegated review (see SOP 206.001, *Management and Duties of the REC-P* for additional information),



- If a BPSYC student thesis research project involves greater than minimal risk to their participants, then the student will submit the REC-P application to the SLC-REB for full board review,
  - All other student thesis research that involves human participants shall be submitted to the SLC-REB,
- 4.0 Student Capstone research projects,
- Students wishing to conduct a Capstone Project that involves collecting information from humans,
  - Students will submit a SLC-REB Researcher Application to the SLC-REB for review,
- 5.0 Student course-based research (SCBR):
- Involve collecting data from humans participants or respondents,
  - Does not involve greater than minimal risk<sup>1</sup>,
  - Is intended solely for student training, pedagogy or assessment purposes,
  - Faculty are required to submit a Student Course-based Research Form to the Research Services Office for delegated review by the SLC-REB Chair or designee,
  - Upon review and approval of the instructor's SCBR Form, the Chair or designee will delegate authority to the instructor to review all of their students' SCBR forms and maintain oversight of their students' course-based research activities ensuring compliance with the

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<sup>1</sup> Minimal risk is defined in the TCPS (2014, Ch.2B) as: "Research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in the aspects of their everyday life that relate to the research."



requirements of the SCBR process (see *Instructor's Guideline: Student Course-Based Research*),

- At the end of the class, the instructor will submit all students' SCBR Forms to the Research Services Office. These will be audited for compliance with the SCBR process. If any issues of non-compliance are found, a letter will be sent to the instructor and the Associate Dean informing them of the non-compliance.

## **5.2 Research Exempt from SLC-REB Review**

5.2.1 Research that relies exclusively on publicly available information does not require SLC-REB review when:

- (a) The information is legally accessible to the public and appropriately protected by law,
- (b) The information is publicly accessible and there is no reasonable expectation of privacy;

5.2.2 SLC-REB review is not required for research involving the observation of people in public places where:

- (a) It does not involve any intervention staged by the researcher, or direct interaction with the individuals or groups,
- (b) Individuals or groups targeted for observation have no reasonable expectation of privacy, and
- (c) Any dissemination of research results does not allow identification of specific individuals;

5.2.3 SLC-REB review is not required for research that relies exclusively on secondary use of anonymous information, or anonymous human biological



materials, so long as the process of data linkage or recording or dissemination of results does not generate identifiable information;

- 5.2.4 The opinion of the SLC-REB should be sought whenever there is any doubt about the applicability of the guidelines and regulations.

### **5.3 Activities that May not Require SLC-REB Review**

- 5.3.1 Activities outside the scope of research subject to SLC-REB review may still raise ethical issues that would benefit from careful consideration by an individual or a body capable of providing some independent guidance, other than the SLC-REB;
- 5.3.2 Some exemptions are described in the TCPS (see Article 2.5) such as quality assurance and quality improvement studies, program evaluation activities, performance reviews, or testing within normal educational requirements when used exclusively for assessment, management or improvement purposes; and these exemptions may not constitute “research”. However, to clarify which activities fall under the scope of SLC-REB review, the SLC-REB provides on our website a guidance document to help you understand if your proposed project requires SLC-REB review: [Screening Tool for Researchers: A Brief Survey to Help You Understand Whether Your Proposed Research Project Requires REB Review](#);
- 5.3.3 Creative practice activities, in and of themselves, do not require SLC-REB review. However, research that employs creative practice to obtain responses from participants that will be analyzed to answer a research question is subject to SLC-REB review;
- 5.3.4 Student Course-based projects that:
- Involve having students collect information from professionals or public employees for training or student assessment purposes,



- Involve students collecting information from a professional or public employee who is providing information that is either public knowledge or seen as a duty of their professional code or requirement of their service to inform and educate the public, and
- Does not involve any risk to the professional or public employee for sharing the information if the information were to be made public;

5.3.5 Regardless of whether or not the research activity requires SLC-REB review, ethically acceptable practices ought to be followed when collecting information from others. The SLC-REB provides educational resources on its website and the Research Services Officer provides presentations on research ethics and ethically acceptable practices.

## 6.0 REFERENCES

Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans; Tri-Agency Framework: Responsible Conduct of Research; The SLC Policy: Ethical Conduct of Research Involving Humans; and the SLC Policy: Research Integrity.

## 7.0 REVISION HISTORY

SOP Title	Version	Updates
Research Requiring SLC-REB Review	v.401.001 May 18, 2018	Original: This SOP was developed based on previous SLC policies and the TCPS using the 2 <sup>nd</sup> edition of the CAREB/N2 (2016Mar08) standardized REB SOP format.
	v.401.002 Aug. 29, 2019	Revisions were made due to changes made to the SCBR process