



## Research Ethics Board Checklist and Suggestions for REB Applications

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An ethical review by the Research Ethics Board is not required when

- the research is about a living individual involved in the public arena (e.g. an artist) based exclusively on publicly available information, documents, records, works, performances, archival materials, or third-party interviews. (Such research only requires an ethics review if the individual is approached directly for interviews or for access to private papers, and then only to ensure that such approaches are conducted according to professional protocols. If such is the case, fill out FORM 1 "Request for Ethical Review" in its entirety.)
- the research involves quality assurance studies, performance reviews, or testing within normal educational requirements.

Otherwise, you must submit an application to the Research Ethics Review Board.  
For assistance, contact the Chair of the Research Ethics Board at [REBsupport@vcc.ca](mailto:REBsupport@vcc.ca).

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*Tri-Council Policy Statement Tutorial on Course on Research Ethics (TCPS 2: CORE)*

As the VCC-REB recognizes this course as the minimal level of research ethics training required for researchers seeking approval for their research projects, all principal investigators are expected to submit a TCPS 2: CORE completion certificate with the REB Request for Ethical Review (FORM 1).

*The application form: "REB Request for Ethical Review" (FORM 1)*

- Do you have the ethics application form, "REB Request for Ethical Review" (FORM 1)?
- Have you reviewed the "Guidelines for Completing the Application for the Ethical Review of Activities Involving Human Subjects" document (FORM 2)?
- Have you included a detailed protocol or research plan?
- Does your project satisfy the definition of research that requires review by an ethics review board according to the [Tri-Council Policy Statement \(TCPS 2\)](#)?
- Have you read VCC's [Applied Research policies](#)?
- Does your instructor and/or department need to review and approve your protocol?

*The consent form*

- Have you reviewed the “Guidelines for Creating an Informed Consent Document” form (FORM 5) and the example consent form template included therein?
- Have you read and understood Chapter 3 of the [Tri-Council Policy Statement \(TCPS 2\)](#), which explains the ethical requirements for “free, informed and ongoing consent”?

*Other required documents*

- Are you using advertisements to recruit subjects? If so, please include a copy of the ad that you intend to use for recruitment.
- Does your study use questionnaires? If so, include copies of each questionnaire and ensure each is properly identified.
- If your application is for funded research, have you included a copy of the budget?
- Include any additional safety data, investigator’s brochure, or any other document(s) that the REB may need to complete its review of your project.

*Proper document identification and formatting*

- Has every document you are submitting been identified accurately and clearly?
- On each document, have you included a date, version number, and page numbers (“Page x of y” pagination format)?
- Have you included a proper project title (and, if appropriate, version number)?
- Have you included correct project start and end dates in the YYYY/MM/DD format?

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Please submit each of the required documents (application and other appended documents) as email attachments to [REBsupport@vcc.ca](mailto:REBsupport@vcc.ca) under the subject line “REQUEST FOR REB REVIEW.” The Research Ethics Board reviews submissions regularly.