



Research Ethics Applications Categories and Procedures

The table below is designed to assist in determining the type of application form to complete and describes the process of consideration of application for ethics approval under the procedures described in Kwantlen Policy G.27.

	NORMAL REVIEW	MINIMAL RISK RESEARCH APPROVED ELSEWHERE	COURSE-BASED MINIMAL RISK RESEARCH
Step 1	<p>Criteria:</p> <ul style="list-style-type: none"> ▪ Most applications at Kwantlen fall into this category ▪ Applications for approval of Student Honours Project Research are submitted by the supervising instructor as Principal Investigator, with the student as the Co-Investigator <p>PI completes the <u>Application for Ethics Review</u></p>	<p>Criteria:</p> <ul style="list-style-type: none"> • Minimal risk research approved at other research institutions • Include copy of the full approved REB application and Certificate of Approval from approving institution. <p>PI completes the <u>Application for Ethics Review - for KPU personnel</u></p>	<p>Criteria:</p> <ul style="list-style-type: none"> • Minimal risk research required within a particular Kwantlen course. • Types of research topics and types of protocols described to establish an “envelope” of approved activities • Responsibility for the ethical conduct of the research is delegated to the Instructor. <p>Course Instructor completes the <u>Application for Approval of Minimal Risk, Course-Based Research</u></p>
Step 2	<p>Chair reviews application:</p> <ol style="list-style-type: none"> a) If minimal risk, Chair may approve on behalf of REB b) If not, Chair takes to REB for approval 	<p>Chair decides if eligible for consideration and, if so</p> <ol style="list-style-type: none"> a) Chair may approve on behalf of REB b) If not, Chair takes to REB for approval 	<p>Chair reviews application:</p> <ol style="list-style-type: none"> a) Chair may approve on behalf of REB b) If not, Chair takes to REB for approval
Step 3	<p>REB either</p> <ol style="list-style-type: none"> a) discusses minimal risk applications approved by Chair, or b) considers other applications for approval 	<p>REB either</p> <ol style="list-style-type: none"> a) discusses applications approved by Chair, or b) considers application for approval 	<p>REB either</p> <ol style="list-style-type: none"> a) discusses applications approved by Chair, or b) considers application for approval

REVISIONS to all categories of research described above, including addition of new instructors for course-based research, must be approved in advance of implementation. Revised applications must be submitted as revisions to the original approved applications with changes high-lighted and accompanied by a summary memo describing the proposed changes.