

SOP #: 003 – 18-19

Title: REB Review Process for Protocols with Approval from External REBs

SUPPORTING STATEMENTS

The “*Tri-Council Policy Statement 2: Ethical Conduct for Research Involving Humans*” has the following supporting statements:

Article 6.1 Institutions shall establish or appoint REB(s) to review the ethical acceptability of all research involving humans conducted within their jurisdiction or under their auspices, that is, by their faculty, staff or students, regardless of where the research is conducted, in accordance with this Policy.

Article 8.1 An institution that has established an REB may approve alternative review models for research involving multiple REBs and/or institutions, in accordance with this Policy. The institution remains responsible for the ethical acceptability and ethical conduct of research undertaken within its jurisdiction or under its auspices irrespective of where the research is conducted.

1.0 PURPOSE

The Lakehead University Research Ethics Board recognizes the challenges that researchers face in conducting multi-jurisdictional research.

The purpose of this standard operating procedure is to provide a more streamlined review process for those projects submitted to the LU REB which have already received REB approval from a TCPS 2 compliant Canadian institution.

This procedure is provided to assist external researchers and the LU REB in the processes for the review of such projects.

2.0 DEFINITIONS

External Researcher: A researcher who does not have any affiliation with Lakehead University.

REB – Research Ethics Board: The body of researchers, community members, and others with specific expertise established by Lakehead University to review the ethical acceptability of all research involving humans conducted within Lakehead University’s jurisdiction or under its auspices.

TCPS 2: The Tri-Council Policy Statement 2 is the joint research ethics policy statement of the three federal research agencies ([CIHR](#), [NSERC](#), and [SSHRC](#)). The Policy defines the research ethics review procedures that must be followed by institutions receiving federal research funds.

3.0 PROCESS

External Researcher processes:

- Register a username and password with the LU Romeo Researcher Portal “Romeo” found here: <http://lakeheadu.researchservicesoffice.com/ROMEO.Researcher.Admin>
- Complete the REB Researchers Agreement Form (REB application form) and upload all approved supporting documentation, including the REB approval letter from the original approving institution whose ethics review procedures follow those of the TCPS2 and who are a Tri-Agency eligible institution. [Click here](#) for a list of Tri-Agency eligible institutions.
- When completing the REB Researchers Agreement Form, include in Section 3.19 information regarding the approval of the project at another institution.

LU Research Ethics Board processes:

- Upon submission, the application, approved supporting documentation, and approval letter will be pre-reviewed by the Research Ethics Officer (as per regular process). If any additional information is required, the Research Ethics Officer will request this of the researcher.
- Following the pre-review process and if the project is deemed of minimal risk, the Research Ethics Officer will forward the file to the REB Chair for review.
- The REB Chair will be given a deadline for review of 2 weeks (as per regular process)
- If the REB Chair deems the project to be greater than minimal risk, or in need of either delegated or full Board review because of other factors, she/he will advise the Research Ethics Officer and the project will then be distributed as appropriate.
- Once approval is provided by the Chair, a letter of approval will be issued.
- The project will be included on the Monthly Report of Project to the REB with a notation that the project went through a Chair review process only.

4.0 REFERENCES

- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2
- Carleton University, REB Terms of Reference
- The Michener Institute at UHN, REB Delegated Review Process

Author: _____REB_____

REB Chair: _____L. Chambers_____ Date of approval: __December 15, 2018__