

# Human Research Ethics at the University of Manitoba



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# Human Research Ethics at the University of Manitoba

## *Congratulations!*

**You are about to embark upon your research journey. You have created a well-thought-out research design, completed your research proposal, and may have even secured funding for your research.**

## *Now what?*

**If your research involves humans, the next step is to complete an ethics protocol for review by one of the University of Manitoba's Research Ethics Boards (REBs).**



# Human Research Ethics at the University of Manitoba

## Fort Garry Campus REBs

Education, Nursing, Physical Education and Recreation Studies, Continuing Education, and Engineering apply to the **Education/Nursing REB**.


Psychology, Sociology, Counselling Service, and Social Work apply to the **Psychology/Sociology REB**.

All remaining faculties and departments at the Fort Garry Campus except Pharmacy apply to the **Joint-Faculty REB**.



# Human Research Ethics at the University of Manitoba

## Fort Garry Campus Research Ethics Board Submission Form

 Fort Garry Campus Research Ethics Board  
CTC Building, 208 - 194 Dalhousie Road  
Winnipeg, MB R2T 2S2  
Phone: (204) 474-7122

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(For HES Admin.) Protocol # \_\_\_\_\_  
(For HES Admin.) CORE/CHRP # \_\_\_\_\_

**FORT GARRY CAMPUS RESEARCH ETHICS BOARD  
SUBMISSION FORM**

Psychology/Sociology REB       Education/Nursing REB       Joint-Faculty REB

Check the appropriate REB for the Faculty or Department of the Principal Researcher. This form, attached research protocol, and all supporting documents, must be sent to the Human Ethics Coordinator, [Marzaret.Bowman@umanitoba.ca](mailto:Marzaret.Bowman@umanitoba.ca), CTC Building, 208 - 194 Dalhousie Road, 474-7122.

Principal Investigator: \_\_\_\_\_

Co-investigator(s): \_\_\_\_\_

Status of Principal Investigator(s): (please select): Faculty  Post-Doc

Student: Graduate  Undergraduate  WRHA Affiliate  Other  Specify: \_\_\_\_\_

Address (to receive Approval Certificate): \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

Start date: \_\_\_\_\_ Planned period of research (if less than one year): \_\_\_\_\_

Type of research (Please select):

<u>Faculty Research</u>	<u>Administrative Research</u>	<u>Student Research</u>
Self-funded <input type="checkbox"/>	Central <input type="checkbox"/>	Honour's Thesis <input type="checkbox"/>
Sponsored <input type="checkbox"/>	Unit-based <input type="checkbox"/>	Master's Thesis <input type="checkbox"/>
(Agency) _____		Doctoral Thesis <input type="checkbox"/>
UM Project # _____		Class Project <input type="checkbox"/>
		(Course Number) _____

Signature of Principal Investigator: \_\_\_\_\_

For student research: If thesis, this proposal is approved by department/thesis committee. By signing, the Thesis Supervisor/Course Instructor indicates that they have reviewed and approved this application.

Name of Thesis Advisor \_\_\_\_\_ Signature \_\_\_\_\_  
(Required if thesis research)

Name of Course Instructor: \_\_\_\_\_ Signature \_\_\_\_\_  
(Required if class project)

Please signifying assumes responsibility that all procedures performed under the protocol will be conducted by individuals personally certified to do so, and that any deviations from the protocol will be submitted to the REB for its approval prior to implementation. Signature of the thesis advisor/course instructor indicates that student researchers have been instructed on the principles of ethics policy, on the importance of adherence to the ethical conduct of the research according to the submitted protocol (and of the necessity to report any deviations from the protocol to their advisor/instructor).

Version 5: July 12, 2011



**Bannatyne Campus REBs**


All research involving clinical trials and other biomedical research interventions is reviewed by the **Biomedical Research Ethics Board (BREB)**.

Health research involving behavioral sciences, surveys, examinations of medical records and protocols of lesser risk is reviewed by the **Health Research Ethics Board (HREB)**.



# Human Research Ethics at the University of Manitoba

## Bannatyne Campus Research Ethics Board Submission Form

 UNIVERSITY OF MANITOBA	Bannatyne Campus Research Ethics Board F12C-710 Bannatyne Avenue Winnipeg, MB R3E 0W3 Phone: (204) 786-3225	<b>For Administrative use only</b> REB File Number: _____ Date Received: _____ Initials: _____
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**BANNATYNE CAMPUS RESEARCH ETHICS BOARD  
SUBMISSION FORM**

*All information requested on this form must be typewritten in the space provided.  
Do not leave any question blank -- indicate "not applicable" by typing N/A and provide rationale why the question is not applicable to your proposal. Provide all answers on this form and do not reference the protocol.*

**PART A:**

**APPROPRIATE ETHICS BOARD REVIEW:**

Research proposals involving clinical trials and other biomedical research interventions are reviewed by the Biomedical Research Ethics Board (BREB), while any research involving behavioral sciences, databases, surveys, registries, specimen collection/banking and examination of medical records are reviewed by the Health Research Ethics Board (HREB).

1.0 Research Ethics Board (REB) to which the study is being submitted:

Health REB       Biomedical REB

**TYPE OF STUDY:**

2.0 Indicate which of the following best describes the type of investigation proposed (select more than one if applicable):

<input type="checkbox"/> Clinical Trial	<input type="checkbox"/> Open-Label Study	<input type="checkbox"/> Database
<input type="checkbox"/> Randomized Clinical Trial	<input type="checkbox"/> Device/Development	<input type="checkbox"/> Qualitative Study
<input type="checkbox"/> Drug Study (Phase I)	<input type="checkbox"/> Extension Study	<input type="checkbox"/> Registry
<input type="checkbox"/> Drug Study (Phase II)	<input type="checkbox"/> Epidemiological Study	<input type="checkbox"/> Survey
<input type="checkbox"/> Drug Study (Phase III)	<input type="checkbox"/> Pilot Study	
<input type="checkbox"/> Drug Study (Phase IV)	<input type="checkbox"/> Other (specify): _____	

Retrospective Record(s) Review *If you are conducting a purely retrospective analysis study of data contained within medical records and/or database(s) please review the new procedure submission requirements at: <http://www.umanitoba.ca/faculties/medicine/research/ethics/2086.htm>  
There is a new submission form to complete for these type of studies: <http://www.umanitoba.ca/faculties/medicine/research/ethics/2689.htm>*

*If you have any questions please contact Shelly Rempel-Rossum at 789-3389 or e-mail her at [remros@cc.umanitoba.ca](mailto:remros@cc.umanitoba.ca)*

**PART B:**

**PROJECT REGISTRATION:**

3.0 Title of Research Study:

4.0 Sponsor protocol number:

UNIVERSITY OF MANITOBA BANNATYNE CAMPUS RESEARCH ETHICS BOARDS  
REB SUBMISSION FORM  
November 25, 2004  
Revised June 11, 2006, Revised January 10, 2007 Revised February 1, 2009, Revised June 1, 2009, **Revised October 1, 2009**  
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## Human Research Ethics at the University of Manitoba Delegated Vs. Full Review

If your research is minimal risk, it will be sent for delegated review by the REB. Fort Garry minimal risk protocols may be submitted at anytime and can normally be reviewed within 15 working days. Bannatyne minimal risk protocols can normally be reviewed within 7-21 working days, if received prior to the [Bannatyne Campus](#) monthly meeting deadline dates.

If your research is more than minimal risk, it will require the review of the full REB, and the protocol must be submitted before the submission deadline of the next [Fort Garry](#) or [Bannatyne Campus](#) REB meeting.

If you are unsure which category your research falls under, please contact the [Fort Garry Human Ethics Coordinator](#) or [Bannatyne Campus REB Coordinator](#).



# Human Research Ethics at the University of Manitoba

## *What is the REB looking for?*

The REB will review your research to ensure that it complies with the [University of Manitoba Ethics of Research Involving Humans](#) and the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS 2\)](#).

TCPS2

TRI-COUNCIL POLICY STATEMENT

## Ethical Conduct for Research Involving Humans

2010

Canadian Institutes of Health Research  
Natural Sciences and Engineering Research Council of Canada  
Social Sciences and Humanities Research Council of Canada

Please cite this document as follows:

Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, December 2010.

Note: For the most recent information on amendments, please consult the official online version of the TCPS at [www.preethics.gc.ca](http://www.preethics.gc.ca).

Permission is granted to photocopy this material.

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# Human Research Ethics at the University of Manitoba

*What is the REB looking for?*

Aside from reading the TCPS 2, the best way to acquaint yourself with the policy is to take the Interagency Advisory Panel on Research Ethics [Course on Research Ethics \(CORE\)](#) online tutorial.



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## Human Research Ethics at the University of Manitoba

### *CORE is mandatory*

Your ethics protocol submission must be accompanied by your certificate of completion of the [Course on Research Ethics \(CORE\)](#) online tutorial.

[From: <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>]

“CORE provides an applied approach to the guidance provided in TCPS 2. This self-paced course is a media-rich learning experience that features interactive exercises and multi-disciplinary examples. CORE consists of eight modules ranging from Core Principles to REB Review. It is designed primarily for the use of researchers and REB members – though anyone may take this course and print their own certificate of completion.”



## Human Research Ethics at the University of Manitoba

### *After your research has started...*

**Once you have completed your ethics protocol, submitted and received approval, and your research is underway, you may find the need to apply for an amendment.**

**If a year has elapsed since the date of your original ethics approval, but your research is still underway, you will need to apply for a renewal/annual review.**

**All forms for amendment, renewal, adverse event reporting, and final reports, can be found on the [Office of Research Ethics & Compliance website](#).**



# Human Research Ethics at the University of Manitoba

## Resources:

<http://umanitoba.ca/research/orec/index.html>

[http://umanitoba.ca/research/orec/ethics/human\\_ethics\\_index.html](http://umanitoba.ca/research/orec/ethics/human_ethics_index.html)

<http://umanitoba.ca/faculties/medicine/research/ethics/>

[http://umanitoba.ca/admin/governance/governing\\_documents/research/373.htm](http://umanitoba.ca/admin/governance/governing_documents/research/373.htm)

<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>



# Human Research Ethics at the University of Manitoba

## *Contacts:*

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