University of Manitoba | Research Ethics and Compliance

Human Research Ethics - Fort Garry
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Creating a Human Research Ethics Protocol in RAS – A Companion Guide: Research Personnel Tab

The purpose of this Guide is to clarify questions that appear in the Research Administration System ethics protocol form under the Research Personnel tab and to provide additional tips in completing your protocol. Not all questions in RAS are included in the Guide as not all questions require further clarification. Refer to this Guide as you craft your responses.

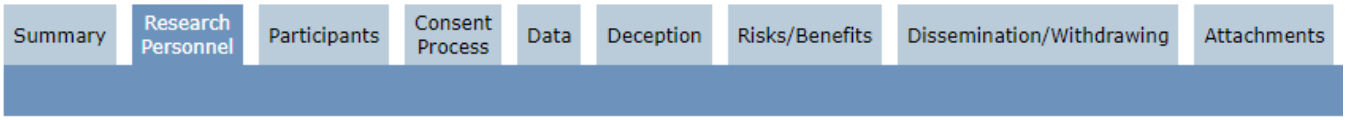
The text in **black** is the question as worded in the RAS system. The text in **green** clarifies what the Research Ethics Board (REB) is looking for. The text in **blue** provides information required in the consent form to help ensure greater consistency throughout the application.

NOTE: As you move through the tabs, you will see a number of "Yes" or "No" questions. Your responses may open additional tabs or text boxes which require your attention. If you change your answer to the "Yes" or "No" questions, these additional tabs or text boxes may disappear. Any responses you entered will not be saved.

TIP: Read all the questions before completing the application. Only respond to the question being asked in each text box. This prevents duplication of information and ensures consistent responses throughout the protocol.

As the system's text boxes do not allow for formatting, we recommend using spacing and capital letters to create headings.

RESEARCH PERSONNEL TAB:



- Protocol Personnel Table
  - Include each research team member who will interact with participants and/or have access to individual data (line-level data).
- Describe each team member's role in the study (e.g. staff, research assistant, student statistician, supervisor etc.)
  - Describe how they will interact with study participants and/or access the data.
- Are any of the research team members affiliated with institutions other than the University of Manitoba?
  - If 'Yes', a new question will open below. Indicate how you will confirm whether approval from that institution/those institutions is required.
- What type of data will each individual have access to?
  - Types of data include directly identifying, indirectly identifying, coded, anonymized and anonymous (see **Chapter 5 TCPS 2** pp. 79-80).
  - Indicate which team member will have access to which type(s) of data.

    - Advisors must have access to all data as per Faculty of Graduate Studies guidelines.
    - Example: *The PI will have access to directly identifying, coded, and anonymized data. The Advisor will have access to directly identifying, coded, and anonymized data. RA [insert name] will have access to anonymized data…*
    - Team members accessing directly identifying information, including advisors for student studies, should be named in the consent form. RAs, study coordinators, and those in similar roles should be identified by their role and should not be named directly.
- How will the PI ensure that all research team members are aware of their responsibilities regarding participants' privacy and confidentiality? Research coordinators and assistants must complete an Oath of Confidentiality.
    - All team members who engage with participants and/or data are required to complete CORE training and UM's Privacy Training for Researchers (if appropriate) and upload certificates into their RAS profile.
    - All team members (other than the PI and Advisor) must sign an Oath of Confidentiality. Template Oaths are available **here**.
    - Contact humanethics@umanitoba.ca for advice if there are individuals who may interact with participants but are not part of the research team or are unable to complete CORE training (e.g., Elders, graphic artists, community members.)
    - If any team member requires alternative training, provide a justification, and describe the training that will be completed.
    - It is the PI's responsibility to ensure all team members are educated on the protocol and how data will be properly stored and handled.
- *[For protocols indicating 'Yes' to a study related conflict of interest*] Please describe. Please explain how you will ensure participants do not feel pressure or obligation to participate or perceive that they may be penalized for choosing not to participate.
    - Describe the conflict of interest and indicate how it will be mitigated to ensure participants do not feel pressure or obligation to participate or perceive that they may be penalized for choosing not to participate.