

## Student Request for Ethical Review Instructions 2011-2012 For Research Involving Human Subjects

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Process:

1. Students begin their application for ethical review by completing and signing the Student Request for Ethical Review (current forms are available at <http://www.ufv.ca/Research/Forms>). Students should discuss the form with the course instructor in order to ensure that the project is within the range of minimal risk.
2. The student should submit his/her application to the DREC and must include all of the following:
  - Completed Student Request for Ethical Review Form and Ethics Checklist (one document)
  - Questionnaire or Survey instrument(s)
  - Consent Form, information letter, poster, etc.
  - Supporting letter from partner organizations (if applicable)
  - Supporting letter from 'client' organization (if applicable)
  - Any scripts that will be used when contacting organizations (if applicable)

Students must ensure that while all elements of an ethics review application are clear, this is especially the case with informed consent, which must be in a plain and simple language that all potential subjects will understand. It is understood that the process for obtaining consent may vary according to the research setting (i.e., telephone, questionnaire, interview, etc.) or the culture of the subject(s) (i.e., international, Aboriginal, etc.).

At minimum, the consent form (or equivalent) must include the elements identified on the checklist under #43 of the Student Request Form.

3. The DREC reviews the project application in either a face-to-face meeting or electronic meeting, including all the forms and supporting documents, and determines whether or not the research is within the range of minimal risk. If the application is not within the range of minimal risk as determined by the Ethics Checklist, then the DREC must forward the application and supporting documents directly to the UFV REB through [Yvette.Fairweather@ufv.ca](mailto:Yvette.Fairweather@ufv.ca) in the Research Services office.
4. If it is within range of minimal risk, the DREC may respond in one of the following ways:
  - a) by determining that the project requires no revisions, in which case the project may proceed to the REB for final approval.

- b) by requiring minor revisions, in which case the researcher should effect the required changes and resubmit to the DREC
- c) by requiring major revisions, in which case the research is not approved, and the researcher must substantially revise and resubmit to the DREC

The UFV REB recognizes that as students sometimes develop an understanding of research methods interactively over time, it may not be possible or desirable for them to submit all components of an ethics review application prior to the start of the research. The DREC is authorized to review applications consisting of only the ethics checklist and request for ethical review form, provided all survey instruments and consent and/or other forms are reviewed as they become available and before being incorporated into the research program.

- 5. The chair of the DREC sends the application and supporting documents, minutes of the DREC meeting (*or complete* email thread of electronic meeting), and recommendation of approval to the chair of the UFV REB. The DREC will forward only complete applications to the REB for final approval prior to data collection.
- 6. The UFV REB Chair will review the application and recommendation and may either:
  - a) approve the application and send the Certificate of Approval to the student (with a copy to the DREC)
  - b) not approve the application, and redirect it to the DREC outlining its reasons for same and any modifications required in order to meet approval if and when it is resubmitted

*More information can be found at [www.ufv.ca/Research](http://www.ufv.ca/Research) under Research Ethics and in the Research Ethics Handbook.*

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\*Master's and PhD degree students must complete the regular Request for Ethical Review form.