



## Research Ethics Review Process at MSVU

### Process

The Research Ethics Applications are received and vetted by the Research Ethics Coordinator. The application is then assigned reviewers (two for minimal risk, full committee review for research that exceeds minimal risk). The reviewers will submit their request for clarifications and revisions or indicate their approval. This initial review may take up to 3-4 weeks depending on volume and/or complexity of applications.. These comments are sent via email to the researcher (for students, the comments will be sent to the supervisor). Researchers are asked to submit any revisions and clarifications electronically to the Research Ethics Coordinator. It is recommended that researchers use bold/underline, track changes or in some way highlight the areas that have been revised or clarified. This will assist the reviewers in quickly locating the requested information. Once the revisions and clarifications are received, they are sent to the same reviewers for review. The review of revisions and clarifications normally takes 5-10 working days. Once they have given their approval, a certificate of research ethics clearance is issued. Please note that the response time from reviewers can vary throughout the year due to peak times. Please ensure that you allow appropriate review time when planning your research project.

**Note:** Researchers may not begin any research with human participants until ethics clearance has been issued.

### Application Process for Research Ethics Clearance

1. Applications must be saved in Word (.doc) or PDF format only.
2. Appendices (e.g. research tools, letters, consent, third party approval, etc.) are to be saved in Word (.doc) or PDF format whenever possible.
3. Applications and appendices are to be sent electronically by the researcher, or in the case of student research, submitted by the supervisor to the Research Ethics Coordinator as attachments.
4. Please remember to include where appropriate: CORE Tutorial completion certificates, DREB approval letters, Thesis committee approvals, REB approvals from other institutions, etc. with the application package.
5. Electronic copies will be sent to the reviewers, who in turn will respond via email to the Research Ethics Coordinator with their comments as is currently the practice. These comments will be sent to the researcher, or in the case of student researchers, to the supervisor for review, discussion and/or action.

6. Revisions and clarifications should be made using track changes, using bold or in some way highlighting the changes in order to assist the reviewers in quickly locating requested revisions and clarifications. These are to be submitted as per point (3) outlined above.

7. When the reviewers have given research ethics clearance to proceed with the research, you will receive a confirmation email from the Research Ethics Coordinator, followed by a Research Ethics Clearance Certificate in hard copy, signed by the UREB Chair. Research may not begin until you have received notification of clearance.

Please contact [Brenda Gagne](#) if you have any questions or concerns.

UREB forms are located on the website:

<http://www.msvu.ca/en/home/research/researchethics/forms.aspx>