



Research Ethics Board

REB Guidance and Information Document

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| Document Number | REB.INFO.406 |
| Title | Revisions and Clarifications |
| Effective Date | May 2022 |
| Next Review | 2027 |
| Next Administrative Review | 2024 |

1) Purpose

The purpose of this guidance document is to outline the process of submitting revisions and/or clarifications to the Research Ethics Board (REB) during the review process prior to clearance.

2) Definitions

a) See the MSVU **REB Glossary of Terms (REB.INFO.001)**

3) Notice to Researchers

The information in this document is for information and guidance purposes only. Each research study poses unique properties and/or situations that may require additional or different guidance than what is presented in this document. The information in this document is meant to provide general situational advice and does not constitute research ethics compliance in absolute form. If you have any questions, please contact ethics@msvu.ca.

4) Guidance/Information/Procedures

Most research ethics applications will require revisions or clarification. The REB asks that researchers follow the process outlined below in an effort to assist the assigned REB reviewers in quickly locating the requested modifications and or clarifications. This process will assist the Research Ethics Office in processing the researcher's application in a timely manner. All resubmission packages must be sent electronically to research@msvu.ca for triage and for distribution to the assigned reviewers.

A maximum of 3 attachments should be sent.

Please ensure revisions/clarifications have the following format:

- **Cover Letter or Email**
 - Include a copy of the reviewers' comments or response table
 - Clearly indicate how each comment was addressed

- **Revised Application**
 - Revised Application with resubmission date in the title (e.g. REB.FORM.001 Smith Version 2022 April 15)
 - Ensure that revisions/clarifications are clearly highlighted in yellow and deletions are clearly marked if applicable
- **Revised Appendices**
 - Appendices (e.g. Smith Appendices Version 2022 April 15)
 - Submit **all** appendices, not just those that require modifications
 - Ensure that revisions/clarifications are clearly highlighted in yellow and deletions are clearly marked if applicable

NOTES:

Application packages shall only be accepted in the form of Word documents (*.doc or *.docx) or Portable Document Format (*.pdf)

Researchers may only use letters and/or numbers for file names and refrain from using any special characters (e.g., #; &; etc.).

5) Acknowledgements

n/a

6) Modification History

| INFO Number & Version | Key Changes | Effective Date |
|-----------------------|--|----------------|
| REB.INFO.406 | The original SOP (REB.SOP.149) was converted to a guidance document - REB.INFO.406. Document is updated to reflect current policies and procedures. Minor revisions for clarity. | May 2022 |
| REB.SOP.149 | Original Version | June 2013 |
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