Research Ethics Board

Standard Operating Procedure

Document Number	**REB.SOP.409**
Title	Multi-Jurisdictional Research
Effective Date	June 2022
Next Review	2027
Next Administrative Review	2025

1. Purpose

This standard operating procedure (SOP) describes the requirements and processes for research that involves multiple sites or jurisdictions, and/or institutions for research proposals involving human participants.

2. Definitions

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

3. Scope

This SOP pertains to REBs that review human participant research in compliance with applicable policies and guidelines, and to researchers involved with human participant research at multiple sites. Per the TCPS, some examples of multi-jurisdictional research include:

- a research project conducted by a team of researchers affiliated with different institutions;
- several research projects independently conducted by researchers affiliated with different institutions, with data combined at some point to form one overall research project;
- a research project conducted by a researcher affiliated with one institution, but that involves collecting data or recruiting participants at different institutions;
- a research project conducted by a researcher who has multiple institutional affiliations (e.g., two universities, a university and a college, or a university and a hospital. (See Application of Article 6.1);
- a research project conducted by a researcher at one institution that requires the limited collaboration of individuals affiliated with different institutions or organizations (e.g., statisticians, lab or X-ray technicians, social workers and school teachers); or
- a research project that researcher(s) working under the auspices of a Canadian research institution conducted in another province, territory or country.

Multi-site and inter-university collaborative research may take numerous forms, such as:

- Research that spans numerous provincial, federal or international locations, each with specific human research requirements. Please contact ethics@msvu.ca to discuss your research locales to determine if any research-specific legislative requirements apply.
- MSVU research-led collaborations; or

- External university researcher-led collaborations
- Community-led collaborations

These collaborative research studies may be funded or not funded. This SOP will assist both researchers and REBs with process and requirements.

4. Responsibilities

All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met. REB members are responsible for determining whether the research meets the criteria for clearance.

MSVU researchers are responsible to ensure that research studies they are involved with follow the requirements presented in this SOP. MSVU REB review and oversite is normally not required when the MSVU-affiliated researcher has only a peripheral role on an external project (e.g., conceptual development, recruitment without consent[1], manuscript review, knowledge user not directly involved in the project, etc.). Researchers may wish to speak with their REB to confirm whether their role would require REB review.

5. Procedures and/or Specific Policies

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 . The procedures below are specific to collaborative research and the research ethics processes that should be used.

- When you collaborate with researchers from other institutions, keep in mind that MSVU REB approval only applies to MSVU researchers and their work in the study. It does not apply to your collaborators/co-investigators or their activities. Similarly, your co-investigator's ethics approval only applies to them and their activities. This means that studies using human participant or their data involving researchers from two or more institutions will likely require approval from the REB of each institution. In studies by MSVU researchers in a principal investigator role where the research must be reviewed by a hospital REB, researchers should obtain ethics clearance from the hospital first, and provide a copy of the clearance, application and appendices to the MSVU REB. Forms REB.FORM.001 and REB.FORM.010 are not required.
- Studies proposing access to, or collection of, personal information require consideration of additional items to ensure the protection of the privacy of the personal information and to determine whether appropriate privacy legislation is adhered to;
- Additional criteria for research involving Indigenous peoples and/or communities in Canada shall be applied where appropriate, in accordance with policies and/or regulations;
- Additional criteria for research using human biological materials, or related to human

[1] This refers to only to instances where a MSVU-affiliated PI will distribute recruitment material or seek participants who will ultimately be consented and enrolled by another institution with appropriate REB oversight. There would be no local research procedures or data collection.

reproduction, or genetic research shall be applied when applicable in accordance with policies and/or regulations.

5.1. Modifications to Approved Protocol

Modifications to approved protocol are to originate with the lead institution.

- MSVU-led – Researchers to submit REB.FORM.002. External collaborators may be required to submit modifications to their home institution
- External Institution-led – MSVU researchers are required to submit a copy of the external modification package and institution clearance to the SMVU REB

5.2. Reporting Requirements (Researcher)

Normally, the REB will issue a one-year research ethics clearance certificate. Post-approval monitoring is proportionate to the research study risk. At a minimum, the MSVU REB will require an annual report/request for renewal if the study is continuing, and a final report.

- MSVU-led – MSVU Researchers should use the MSVU request for renewal (REB.FORM.003) to request extensions or use the final report (REB.FORM.004) to close the file. There may be a requirement to submit these documents to external organizations
- External-led – the REB will accept renewal request or final report forms submitted to the primary researcher's Canadian or American institution. For global partners, please contact ethics@msvu.ca to discuss.
- Community-led – required documentation may vary depending on the review process. Please contact ethics@msvu.ca to discuss.

6. References

See References listed (if applicable)

7. Acknowledgements

The development of this document has benefited directly from similar documents made public by the Panel on Research Ethics (TCPS), as well as several Canadian universities such as:

- Panel on Research Ethics - Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018) – Chapter 8: Multi-Jurisdictional Research (ethics.gc.ca) – Retrieved May 2022
- Western University - Guidance_Document_Multi-Jurisdictional_Research-26Feb2019.pdf (uwo.ca) – retrieved May 2022.
- University of Alberta - Multi-Jurisdictional Research | Research + Innovation (ualberta.ca) – retrieved May 2022.

8. SOP History

SOP Number	Key Changes	Effective Date
REB.SOP.409	New SOP # REB.SOP.409, formerly REB.SOP.119. Upgraded to new SOP format and reorganized to conform with current SOPs. Revisions to reflect current practice and requirements. Minor revisions for clarity	June 2022
REB.SOP.119	Original Version	May 2008