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| --- | --- | --- | --- | --- |
|  | [**Research Ethics Board**](http://www.unbc.ca/research/research-ethics-safety-human-subjects) |  | Protocol #: |  |
| [**(REB)**](http://www.unbc.ca/research/research-ethics-safety-human-subjects) |
| [**Office of Research**](http://www.unbc.ca/research) | Date Received: |  |
| Room 2018  3333 University Way | S#: |  |
| Prince George BC V2N 4Z9 |
| (250) 960-6735  Email: [reb@unbc.ca](mailto:reb@unbc.ca) | **For Office Use Only** | |

[](http://www.unbc.ca)

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| **Research Ethics Protocol For Research With Human Participants** |
| **Renewals and Amendments** |

Please refer to the [UNBC Policy on Research Involving Human Participants](http://www.unbc.ca/assets/policy/research/research_involving_human_participants.pdf) prior to completion and submission of this application. Reviews are conducted according to the principles and spirit of the [*Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2014 (TCPS2)*](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/). If you have questions about or require assistance with the completion of this form, please contact the Office of Research at (250) 960-6735 or [reb@unbc.ca](mailto:reb@unbc.ca).

**Section A – Type of Application**

|  |  |
| --- | --- |
|  | **Renewal / Extension (may include amendments to the original protocol)**  **\* please submit 2 months prior to the expiry of your current approval period** |
|  | **Amendment only** |
| **How to Submit:** | |
| 1. Please complete sections [A](#Section_A), [B](#Section_B), [C](#Section_C), [D](#Section_D) and the [Supporting Document Checklist](#Supporting_Document_Checklist). **Incomplete applications will not be processed.** 2. Make sure to attach a copy of the original REB certificate or approval letter indicating the approval number, date and title of the project. 3. Please submit the completed and signed application electronically to [reb@unbc.ca](mailto:reb@unbc.ca). | |
| **Application Deadline:**  Applications are reviewed on an ongoing basis. Please allow 2 weeks for a response from the REB. | |

**Section B – Applicant Information** (Please complete all sections that apply)

i.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Principal Investigator**:   * For students, please include the name of your Supervisor below |  | | | | | |
| **Program/Department/School**:   * Identify institution if not at UNBC |  | | | | | |
| Phone Number: |  | Email: |  | | |  |
| **Supervisor’s Name**: |  | | | | | |
| Please append additional pages with co-investigators’ names, if necessary  ii. | | | | | | |
| **Co-Investigator(s)**: |  | | |  | separate page(s) attached | |
| **Program/Department/School**:   * Identify institution if not at UNBC |  | | | | | |
| Phone Number: |  | Email: |  | | |  |

**Section C – Research Project Details**

1. **Title of Project**

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1. **Type of Project**

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| --- | --- | --- | --- | --- | --- |
| Undergraduate | | | | | |
|  | Research (including Honours Thesis) | | |  | Classroom Project (Undergraduate student) |
| Graduate | | | | | |
|  | Research (including Thesis/Dissertations/Projects) | | |  | Classroom Project (Graduate student) |
| Post Doctoral | | | | | |
|  | Research | | | | |
| Faculty | | | | | |
|  | Research | |  | | Classroom Project (Faculty) |
| Other | | | | | |
| Please explain: | | Click here to enter text. | | | |

1. **Source of Funding**

Please refer to [TCPS2, Article 7.4](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter7-chapitre7/#toc07-1d), for more information on Financial Conflicts of Interest**.**

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1. **Project Dates**

|  |  |
| --- | --- |
| Date Research will Continue/Resume\*:  **\*This date should be *after* REB Approval is received** |  |
| mmm-dd-yyyy |
| Date Research is Expected to be Completed:\*\*  \*\* REB Approval is for 12 months at a time. Renewals will have to be  sought if the project duration will be longer than 12 months. |  |
| mmm-dd--yyyy |

1. **Have there been any changes to the original protocol that received clearance from the REB?**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | Please describe the nature and significance of those changes in the space provided. Please include a description of any changes or additions to your list of supporting documents, and please append those documents below, **with all the necessary changes clearly underlined and highlighted**. |
|  | **No** | |

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**Section D – Signatures**

**All researchers participating in the project must sign below in order for this application to be processed and reviewed.**

As the Principal Investigator on this project, my signature confirms that I will comply with the Tri-Council Policy Statement and all University of Northern British Columbia policies and procedures governing the protection of human participants in research, including but not limited to, ensuring that:

* the project is performed by qualified and appropriately trained personnel in accordance with REB protocol;
* no changes to the REB cleared protocol or consent form/statement are implemented without notification to the REB of the proposed changes and receipt of the subsequent REB clearance;
* significant adverse effects to research participants are promptly reported to the REB; and
* a further renewal application is submitted to the REB for continuation of the study beyond this 12 month renewal period.

As a **Student Researcher**, in addition to the above, my signature **also** confirms that I am a registered student in good standing. My project proposal has been reviewed and cleared by my advisory committee (where applicable). If my status as a student changes, I will inform the REB. ***For all students, the signature of a Faculty Supervisor is also required.***

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Principal Investigator: |  | Date: |  |
|  | | | |
| Signature of Co-Investigator(s): |  | Date: |  |
|  | | | |

As a **Faculty Supervisor**, I certify that the information provided in this application is complete and correct, and I approve the scientific merit of the research project.

I understand that as principal **Faculty Supervisor**, I have ultimate responsibility for the conduct of the study, the ethical performance of the project and the protection of the rights and welfare of human participants. I agree to comply with the Tri-Council Policy Statement and all University of Northern British Columbia policies and procedures governing the protection of human participants in research, including, but not limited to, ensuring that:

* the project is performed by qualified and appropriately trained personnel in accordance with REB protocol;
* no changes to the REB cleared protocol or consent form/statement are implemented without notification to the REB of the proposed changes and receipt of the subsequent REB clearance;
* significant adverse effects to research participants are promptly reported to the REB
* a further renewal application is submitted to the REB for continuation of the study beyond this 12 month renewal period.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of Faculty Supervisor: |  | Date: |  | |
|  | | | |

**Supporting Document Checklist**

Please indicate which of the following supporting documents are appended to this application (please add extra lines where necessary). **Include only those documents that have been revised or that are entirely new to this application** (*any* *changes/revisions must be clearly underlined and highlighted*). Please ensure that all documents are **clearly labeled**, that all pages are **clearly numbered**, and attach them **in the order in which they are listed below**.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Copy of the original REB certificate or approval letter indicating the approval number, date and title of the project | | |
|  | Other REB approvals | | |
|  | UNBC Institutional consents (e.g. Vice-President Research / Program / Department / School) | | |
|  | Consents from Aboriginal groups or organizations | | |
|  | Other consents (please specify) | |  |
|  | Research contract(s) | | |
|  | Participant information letter(s) | | |
|  | Participant consent form(s) | | |
|  | Research assistant/transcriber confidentiality agreement(s) | | |
|  | Participant recruitment materials (e.g. posters, letters, email scripts, etc.) | | |
|  | Questionnaires or survey instruments | | |
|  | Research proposal | | |
|  | Other (please specify) |  | |
|  | Other (please specify) |  | |
|  |  | | |

***Applicants are reminded that research with human subjects***

***cannot be undertaken prior to***

***obtaining approval by the Research Ethics Board***

***per*** [***TCPS2, Article 6.11***](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter6-chapitre6/#toc06-1b)

***Please allow 2 weeks from submission for a response from the REB.***

**Please note that applications submitted in July and August will be assessed subject to the availability of REB members, and as such the REB cannot guarantee a specific turnaround time for the review process.**