**Application Instructions:**

1. Researchers applying for ethics approval from the Brescia Research Ethics Board (BREB) are expected to have read the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, TCPS2 (2014). Your signature at the end of this application confirms that you have read this document.
2. Prepare your application using the template on the next page. If any of the required sections are omitted, it may delay the review of your application.
3. **Use the current Brescia templates and guidelines** (based on UWO REB templates and guidelines) as a model for your Letter of Information, Consent and recruitment script, and other documents relevant to your project. To access the templates and guidelines, refer to the BREB Faculty Resources page on the Intranet or use the links provided below in this application form.
4. Include your name (principal investigator) in the **footer** of the application.
5. Use 11-point font and a standard font style, with 1.15 line spacing.
6. When completed, save the template as a separate Word or PDF file with the following filename convention: **LastNameFirstInitial\_SubmissionDate\_EthicsApplication** (example: SmithA\_15November2014\_EthicsApplication.doc).
7. Email your application (Word or PDF) and provide one (1) signed hard copy to:  
     
   Office of the Vice-Principal and Academic Dean  
   Brescia University College  
   Mother St. James Building

**Application Submission Deadlines: \*exact dates posted on Intranet\***

* End of September
* Mid-November
* End of January
* Mid-April
* End of June

All dates are “next business day” if they fall on a weekend day. Under special circumstances, the BREB may consider reviewing an application outside of these deadlines.

**TEMPLATE**

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| 1. **RESEARCH PROJECT REGISTRATION** |

* 1. Project Title:
  2. Anticipated Project Dates: Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. Is there a pending deadline by which ethics approval is required? Yes □ No □

Deadline Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Funding, applied for or obtained (if applicable), including whether a scholarly review of the proposal has been conducted:

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| 1. **PRINCIPAL INVESTIGATOR** |

* 1. Name and Title:
  2. School / Department:
  3. Email / Tel:

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| 1. **CO-INVESTIGATOR(S) / OTHER PERSONNEL ON PROJECT (E.G. COLLABORATOR, TRAINEE):** |

* 1. Name and Title:
  2. School / Department / Affiliation:

*Note: add more lines as necessary*

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| 1. **RESEARCH PROJECT DESCRIPTION** |

* 1. Purpose:
     + Describe the project and its objectives; include the main research question(s) and/or hypotheses (*1 page max*)
  2. Methodology:
     + Include research procedures and instruments, rationale and proposed analyses (*3 pages max*)
  3. Research participant information (*3 pages max*); include information on the following:
     + Sample size
     + Inclusion and exclusion criteria
     + Recruitment strategies
     + Consent procedures (methods for obtaining consent)
     + Research location(s)
     + Compensation and costs to participants (*if not applicable, include a statement reflecting that there is no compensation or cost to participants*)
     + Risks and benefits to participants, including any issues related to vulnerable populations
     + Data security and storage
     + Confidentiality and privacy

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| 1. **LETTER OF INFORMATION AND CONSENT FORMS** |

* 1. Use current templates and guidelines available from the BREB Faculty Resources page to complete the letters of information and consent forms (make sure Brescia logo is used). See also the following UWO REB links for reference:
  + Non-Medical REB templates and guidelines: https://www.uwo.ca/research/ethics/human/board\_guidelines.html
  + Health Sciences REB templates and guidelines: https://www.uwo.ca/research/ethics/human/board\_guidelines.html

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| 1. **RESEARCH OUTSIDE OF TCPS2 JURISDICTION** |

* 1. When conducting research outside of the *TCPS2* (2014) jurisdiction (i.e., outside Canada), the researcher should provide the BREB with: 1) Relevant rules governing research involving humans and the ethics review requirements at the research site (if available); 2) Relevant information about the target population; and 3) Names and contact information for the relevant REB.

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| 1. **REQUIRED STATEMENTS AND SIGNATURE(S)** |

* 1. Include the following statements and sign indicating your agreement:
     + All investigators and trainees have reviewed the attached protocol and are in agreement.
     + All investigators and trainees have read the *Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans,* TCPS2 (2014; <http://pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>) and agree to abide by it.
     + All investigators and trainees agree to adhere to the protocol and consent forms approved by the REB; and agree to notify the REB of any changes or adverse events.
  2. Signature of Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Include additional signature lines as needed.*

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| 1. **ADDITIONAL REQUIRED MATERIALS** |

* 1. Provide copies of all instruments that will be utilized, for example, assessment forms, questionnaires, interview guides, and/or diaries.
  2. Provide copies of all documents used to recruit participants. Use the current templates found on the BREB Faculty Resources page for recruitment scripts (email/phone/in-class) and poster. See also the following UWO links for reference:
     + Non-Medical REB templates: https://www.uwo.ca/research/ethics/human/board\_guidelines.html
     + Health Sciences REB templates: https://www.uwo.ca/research/ethics/human/board\_guidelines.html