General Policies for research with human participants requiring research ethics review at Laurentian University

Office of Authority	Vice President Research
	REB Liaison Committee & LU REB
Date in effect	April 1st, 2017
Next revision	2019 or when TCPS is revised

Purpose and Scope

This general policy statement outlines different levels of research activity and ethical review of research concerning human participants in the Laurentian University community. The policies and procedures contained in this document apply to all members of the Laurentian University Community engaged in any form of research activity concerning human participants. More specific provisions of the policies and practices governing research with human participants may be found in the Research Ethics Board proposal guidelines, the Laurentian University Senate Policy on the responsible conduct of research, and the most current version of the *Tri-Council Policy Statement* (TCPS).

General Principles

According to the *Tri Council Policy Statement* (TCPS), all university-based research activities, internal, external or international, funded or non-funded, and using primary or secondary data, human tissues or embryo materials must be subject to ethical review. The Laurentian University Research Ethics Board (LUREB) is responsible for the review of all university-based research concerning human participants.

General Guidelines for Submission

1. Undergraduate student research projects that involve non-intrusive and minimal risk research activities may be approved by a sanctioned departmental ethics committee who may consult or refer cases to the LUREB and shall maintain all file records and report to the LUREB annually. All applications to departmental REBs identified as exceeding minimal risk shall be evaluated by the LUREB.

2. Undergraduate student research projects assigned uniformly to an entire class, and involving human participants, human biological materials and/or personal information shall be submitted to departmental ethics committees as a single submission, under the supervision of a faculty member. The departmental ethics committee may consult or refer cases to the LUREB. It is the responsibility of the faculty member to ensure that REB approval and reporting timelines remain current.

3. Individual graduate student projects involving human participants, human biological materials and/or personal information, including thesis work, shall be submitted for review directly to the LUREB.

4. All necessary documentation is to be provided in an approved format to the LUREB by the researcher as part of the original submission, including assessment tools/protocols, data-sharing agreements,

letters of partnership/ endorsement, scripts, and consent forms. Incomplete submissions will not be evaluated until they are deemed as complete.

5. Research relying on the secondary use of identifiable data requires LUREB review. Researchers shall seek guidance from the LUREB for research that relies on the secondary use of non-identifiable data.

6. Research that clearly poses no more than minimal risk to subjects, may receive, by decision of the LUREB Chair, a delegated process of review by the Chair or delegate and one or two members of the LUREB.

7. If the project reflects multi-institution and or multinational initiatives, approval is to be sought at all sites, and accompanying documentation is to be provided to the LUREB.

8. All Laurentian University-based research concerning human participants is to be guided by relevant university policies and procedures and informed by the most current version of the Tri-Council Policy Statement. All research is subject to continuing review by the LUREB.

9. Research is deemed as pending until there is a formal letter of approval signed and received from the LUREB Chair.

10. All project modifications and addendums are to be provided to the LUREB and considered prior to formal project alteration.

11. All research is subject to continuing review. Proposed timelines may be revised, however explanation with reasonable justification must be provided on the relevant report form. All approvals reflect the specified timelines, and will not be extended without written and signed authorization from the LUREB Chair approving the modification.