**RYERSON UNIVERSITY**

**Ryerson Research Ethic Board Guideline for**

**Activities Requiring REB Review**

**1.0 Purpose**

The purpose of this guideline is to describe specific research activities that require REB review and, conversely, those activities that do not require REB review and approval. (This has been developed from TCPS2 Article 2.1 and 6.11). All research involving human participants, and all other activities which in part, involve such research, regardless of sponsorship or funding source, must be reviewed and approved by the Ryerson REB prior to the commencement of research activities. No interaction with human participants in research, including recruitment, may begin until the REB has reviewed and approved the research protocol, consent documents and recruitment materials. Determination of exemption from REB review must be based on regulatory and institutional criteria.

**2.0 Research that Requires REB Review**

Research is defined as an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation. In accordance with TCPS2 Article 2.1, the following requires ethics review and approval by the REB before the research (including recruitment) begins:

1. Research involving living human participants
2. Research involving human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials and stem cells. This applies to materials derived from living and deceased individuals.

The following are examples of some types of research involving human participants:

* administering a drug, taking a blood sample, doing a test or performing a procedure, clinical, therapeutic or otherwise, upon the person of himself/herself or someone else, for research rather than treatment;
* asking people information whether by telephone, letter, email, internet, survey, questionnaire or interview;
* using material derived from human biological materials, cadavers, tissues, biological fluids, embryos or foetuses,
* using non-public records that contain identifying information previously gathered about anyone, either directly or indirectly;
* using information previously gathered about anyone, (e.g., secondary data analysis);
* observing anyone’s responses or behaviour, either directly or indirectly.

All research involving people (faculty, patients, staff, students or members of the community), all research involving tissues, fluids or cadaveric remains, all research in which access to human participants involves any records maintained by Ryerson University, and all research involving data collected from human participants which is to be carried out by faculty, staff or students of Ryerson University, shall be reviewed and approved in advance by the Ryerson REB. All research that involves living human participants, human biological materials, cadavers, tissues, biological fluids, embryos or foetuses shall be reviewed by the Ryerson REB.

**3.0 Research Exempt from REB Review**

As articulated in TCPS2 Article 2.2, research that relies exclusively on publicly available information does not require REB review when:

1. the information is legally accessible to the public and appropriately protected by law; or
2. the information is publicly accessible and there is no reasonable expectation of privacy.

TCPS2 Article 2.3 states that REB review is not required for research involving the observation of people in public places where:

1. it does not involve any intervention staged by the researcher, or direct interaction with the individuals or groups;
2. individuals or groups targeted for observation have no reasonable expectation of privacy; and
3. any dissemination of research results does not allow identification of specific individuals.

REB review is not required for research that relies exclusively on secondary use of anonymous information, or anonymous human biological materials, so long as the process of data linkage or recording or dissemination of results does not generate identifiable information. The opinion of the Ryerson REB should be sought whenever there is any doubt about the applicability of the Tri-Council Policy Statement to a particular research project. Ryerson University faculty, staff and students conducting information generating projects which they believe are not research and do not require review may submit an application for ethical review describing their project, with a request for a determination by the REB that the project is not research requiring ethical review. There are no submission deadlines and the request will be reviewed by the REB Chair or delegate and the Investigator notified of the decision.

**4.0 Activities Not Requiring REB Review**

Activities outside the scope of research subject to REB review may still raise ethical issues that would benefit from careful consideration by an individual or a body capable of providing some independent guidance, other than an REB.

 Quality assurance and quality improvement studies, program evaluation activities, and performance reviews, or testing within normal educational requirements when used exclusively for assessment, management or improvement purposes, do not constitute research for the purposes of this Policy, and do not fall within the scope of REB review.

 Creative practice activities, in and of themselves, do not require REB review. However, research that employs creative practice to obtain responses from participants

that will be analyzed to answer a research question is subject to REB review.

**5.0 Failure to Submit Project for REB Review**

The implications of engaging in activities that qualify as research that is subject to REB review without obtaining such review are significant Results from such studies may not be published unless REB approval was obtained prior to collecting the data. In addition, conducting research without REB approval can constitute research misconduct. It is also against policy to use that data to satisfy thesis or dissertation requirements. If an investigator begins a project and later finds that the data gathered could contribute to generalizable knowledge, and has changed in some fashion as to now require REB review, or that he or she may wish to publish the results, the investigator should submit a proposal to the REB for review as soon as possible. The UBC REBs will not review or grant approval for research that has been conducted without approval. If the REB does not approve the research, data collected cannot be used as part of a study, thesis or

dissertation nor may the results of the research be published.