RESEARCH ETHICS BOARD
GUIDELINES FOR ETHICS REVIEW OF RESEARCH

A. RESEARCH & REVIEW
According to KPU's RS1 Policy, all research conducted under the auspices of Kwantlen Polytechnic University involving living human participants requires ethics review and approval by KPU's Research Ethics Board (REB).

"Research" is defined as an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation. Important in this definition is that the intent is to "extend knowledge" in some way, and that it is done systematically, that is there is a clear set of procedures or methodology to gather information that will extend knowledge.

Research involving human participants entails researchers interacting with human participants to collect their data or responses to interventions, stimuli or questions that are relevant to answering the research.

Research exempt from review includes:
- Research that relies exclusively on publicly available information
- Research involving the observation of people in public places
- Research that relies exclusively on secondary use of anonymous information.

Activities not requiring REB review:
- Quality assurance and quality improvement studies
- Program evaluation activities and performance reviews, or testing within normal education requirements when used exclusively for assessment, management or improvement purposes.
- Creative practice activities

Please contact the REB (reb@kpu.ca) to confirm if your research is exempt or does not require Ethics review. An exemption letter is required from the REB.

B. MINIMAL RISK RESEARCH
Research is considered minimal risk if the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to research. If the research is considered minimal risk, the REB application will receive expedited review. In such cases, initial feedback from the REB Chair regarding the application will be provided 2-3 weeks from date of submission.

C. MORE THAN MINIMAL RISK RESEARCH – requires Full Board Review If your research is considered beyond minimum risk; your ethics application will undergo full review by the Research Ethics Board (REB). An initial feedback from the REB can take up to 6 weeks, depending on the complexity of the application.

D. THE RESEARCH ETHICS APPLICATION PROCESS

Completion of the Tri-Council Policy Tutorial
KPU researchers must demonstrate research ethics knowledge, which may be done by completing the TCPS 2 Online Tutorial. Please be prepared to upload the Certificate of Completion into ROMEO.

Research Involving First Nations, Inuit and Métis Peoples of Canada
KPU researchers must read Chapter 9 (Research Involving the First Nations, Inuit and Métis People of Canada) of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022).

Informed Consent
To help with creating an informed consent form, please review the Consent Form Guidelines.

Research Ethics Review Database System - Romeo
Once you have read the guidelines and completed your Consent form and other supporting materials to upload as attachment, follow these instructions:
   a. Log into ROMEO
   b. Click on "Apply New"
   c. Select the "REB Application" link
   d. Complete the applicable tab sections
   e. Under "Attachment" upload all your documents – application form, consent form, etc.
   f. Select "Add Attachment"
   g. Under "Doc / Agreement:" Select the form you are uploading
   h. Under "Upload Attachment:" Browse and upload the form
   i. After you have attached all necessary documentation, click "Save," then click "Submit"
   j. Once submitted, your application will be automatically forwarded to the REB Coordinator for processing

E. REPORTING REQUIREMENTS

Progress and Completion Reports
According to KPU's RS1 Procedure - Research Involving Human Participants, a progress report typically annually, is required for all approved ethics applications and course-based research projects. This report can be submitted to the REB via the Post-approval tab in ROMEO by the principal investigator (PI) or instructor of the course-based research. In addition, a final report must be submitted by the PI within 60 days of the completion of data collection.

Adverse/Incidence Reports
In the conduct of your approved research, should unanticipated issues or incidence(s) arise that may or may not increase the level of risk or have other ethical implications, researchers shall report them to the REB in a timely manner by emailing the Research Ethics Board reb@kpu.ca and calling the Research Ethics Coordinator (604)-599-3163.

All questions and clarifications concerning the interpretation of these guidelines should be directed to the Research Ethics Coordinator by phone 604-599-3163 or email reb@kpu.ca