



**Carleton
University**

Research

Carleton Research Ethics Board Update

The purpose of this newsletter is to provide you with periodic updates on REB activities, new policies and forms, and other pertinent information to enhance your awareness of the ethical principles and best practices for conducting human participants' research. We also include guidance and support on how to prepare and submit your ethics applications, as well as how to manage your ongoing protocols.

[Visit Office of Research Ethics Website](#)

Re-Assignment of Ethics Coordinators

As of August 1, there has been a change to the Ethics Coordinators handling file submissions to CUREB Boards A and B. Emily Hersey, who has been primarily responsible for submissions to CUREB B, will now take primary responsibility for submissions to CUREB A and Jess Tingley will be primarily responsible for submissions to CUREB B. Leslie Macdonald-Hicks will help out with the studies as needed and undertake other tasks and projects.

As of August 1, studies have continued to be handled by the Ethics Coordinator originally assigned, until cleared.

REB Scope of Authority

According to the TCPS, REBs are obliged to review research involving human participants that takes place within Carleton's jurisdiction or under its auspices. The REB also has a special obligation to protect its students recruited into studies from outside. In light of these obligations, and some recent requests for clarification, the REB is in the process of revising and expanding its Scope of Authority Policy.

Where Carleton staff or faculty members are contacted by colleagues or others from outside of Carleton, to take part in a study relating to their expertise or background, and which does not otherwise have a significant Carleton connection, Carleton REB review of that study is not required. Faculty members and staff may decide for themselves whether they wish to participate.

However, when Carleton students, staff, or faculty members are contacted by an outside study team, and asked to forward a recruitment message to other Carleton people, we urge that the recipient notify the REB at ethics@carleton.ca. The REB office will determine whether Carleton REB review is needed, and generally will consider whether outside REB approval has been given, whether students are targeted in the recruitment, and the level of risk to which Carleton members, particularly students, would be exposed.

Carleton people doing outside or contract research do not need to obtain REB approval so long as no Carleton participants are to be recruited, no Carleton resources are used (computers, office space, etc.), and Carleton affiliation is not used or publicized.

Use of personal phone number to communicate with study participants

We have warned on a couple of occasions against including a personal phone number in the consent form. This is based on some history, reported to us, of harassment and stalking. If study circumstances make it necessary or desirable to make contact with participants by phone, it is suggested that researchers investigate VOIP and other temporary phone number app providers and options, rather than give out personal numbers. Researchers should also be wary of using personal email addresses, and consider using a study-specific email for communication with participants.

TCPS Tutorial 5 Year Renewal

The REB requires that all members of a research team complete the TCPS tutorial and submit a copy of their completion certificate with each study submission. We also require that researchers re-take the course not more than every five years and

so we do not accept a tutorial certificate dated longer than five years before a study submission. The tutorial was revised by the TCPS people in 2022 and we are advised that if you take the new revised course now, it should produce a certificate with the current date, acceptable for REB submission.

Changes to Protocol and ASR Submissions

Submitted Changes to Protocol must always include a Change to Protocol Form which summarizes the study changes, along with revised versions of the CUREB Form, Consent Form, and any other documents that need to be revised because of the proposed changes. This is so that, at any time, the most recent version of study documents represent the up-to-date approved study information and procedures. Revised documents should have any changes highlighted in yellow, or indicated in track changes.

When the REB is notified of study changes in the Annual Status Report (ASR), this process of including a Change to Protocol and any revised documents also applies. Note however that extremely minor changes, such as removing or adding students on the project, may be noted in the ASR, and no other documentation is required. Changes to more senior study personnel, such as PI or Co-Investigators, must be documented with a Change and revised documents, as with any Change submission.

