

ETHICS NEWSLETTER April 2022

The Carleton University Research Ethics Board (A/B) and the Office of Research Ethics congratulate Carleton researchers on another research-intensive year! CUREB has been busy throughout the pandemic, processing nearly 1100 new protocols clearances and monitoring over 1300 ongoing files requiring renewal/closure over the past year.

CUREB would like Carleton researchers to be aware of the following:

Protocol processing procedures:

- The ethics review process can take longer during busy periods, such as October –March, so please plan accordingly
- If a protocol submission is deemed incomplete, CUREB will contact the researcher for more information/documentation if it is necessary to conduct the ethics review
- When a change to protocol request is submitted, please provide the following documents, as applicable:
 - 1) a completed change to protocol form,
 - 2) an updated form (e.g. CUREB protocol form, Low Risk form or Secondary Use form) with any changes clearly highlighted,
 - 3) the updated study appendices with changes highlighted (e.g. updated recruitment, consent, data collection instruments, etc.)

NEW Tri-Council Tutorial on Research Ethics:

- The Tri-Council released a new version of their online tutorial ([TCPS CORE – 2022](#)) in January 2022
- **New research ethics applicants:** Please submit a copy of the completion certificate alongside your CUREB protocol submission
- **Researchers who completed the older TCPS2 online tutorial:** Please re-certify yourself using the TCPS CORE – 2022 tutorial prior to September 1, 2022. Starting in September, all researchers will be required to provide an updated training completion certificate in order to receive CUREB ethics clearance
- For those who have not yet completed the tutorial, they may get started here: <https://tcps2core.ca/welcome>

REB Scope of Review:

- Researchers often have questions about when ethics clearance is required. All research conducted by members of Carleton University who act in their Carleton capacity while carrying out research involving human participants must be cleared by the appropriate REB ([CUREB-A](#) or [CUREB-B](#))
- Please see the [CUREB Scope of Authority Policy](#) for more information
- Since it may not always be clear as to when ethics clearance is required or when it may be exempt, please contact ethics@carleton.ca to confirm ethics any requirements or to request an exemption

New Ethics Resources and Revised forms available:

1. Guidelines on collecting demographics involving [Race and Ethnicity](#)
2. Guidelines on collecting demographics related to [Sex and Gender](#)
3. [Parent/Guardian Consent form template](#)
4. [Assent form template](#)
5. [Confidentiality form](#) (for research assistants, transcription staff and interpreters)

Staffing and Return to Campus:

- Emily Hersey has assumed the position of Research Ethics Coordinator for Carleton University Research Ethics Board-B while Leslie MacDonald-Hicks continues as Research Ethics Coordinator for CUREB-A
- The CUREB continues to hold virtual monthly REB meetings at this time
- The office staff are scheduled to return to campus in May 2022 using a hybrid schedule; please continue to email the office to request appointments

If you have any questions, please email ethics@carleton.ca.

You can also find more information on our website
<http://carleton.ca/researchethics/>