



**Carleton  
University**

**Research**

## **Carleton Research Ethics Board Update**

This newsletter gives you periodic updates on REB activities, new policies and forms, and other pertinent information about research ethics processes and practices. We will also include guidance and support on how to prepare and submit your ethics applications and how to manage your ongoing protocols.

If you have any feedback or suggestions for improving the form or content of this Newsletter, please send to [ethics@carleton.ca](mailto:ethics@carleton.ca). Anyone who wishes to sign up for this Newsletter may do so [here](#).

[Visit Office of Research Ethics Website](#)

### **Supervisor's Approval for Student Projects**

There is a small change to our requirement for supervisors to give approval for student research projects. Formerly, we accepted an email from the faculty member agreeing to supervise the student study. For administrative reasons, we now require that every student study include a signed Supervisor Approval Form, [found here](#).

Just a reminder, all student projects require faculty supervision, including those undertaken by undergraduate or graduate students and by Post-Doctoral Fellows.

### **Consent Form Provisions for Future Use of Data**

It is very common, and perfectly acceptable, to include a provision in the consent form that participants' data may be used for future research. Indeed, unless there is some reasonable objection, one may say it is an ethical obligation to allow validly collected data to be used by other researchers, to analyze for different research purposes, to build upon and extend findings made in the original research, to replicate studies to show their validity, or to check data to ensure there is no

misconduct. In general, it is wasteful to re-collect perfectly valid data, thereby placing new participants at unnecessary risk or inconvenience. Further, journals may require that data be maintained and made available to other researchers, except where some compelling justification is shown.

The REB generally requires that data made available for future research use, particularly by a different research team, should be de-identified, and the consent form should say so. If, for valid study-related reasons, the data is coded, but not fully de-identified, the consent form should inform participants and briefly describe what the coding entails. Unless with valid reason, and with the explicit consent of participants, identifiable data should not be shared with others.

However, researchers preparing their consent form should think carefully about any further limitations or constraints placed upon the conduct of future research using study data. For example, if a consent form says that the data will only be used at, for example, Carleton University, then that may restrict perfectly valid uses elsewhere. Or, if the consent form says that such future use is limited to certain types of studies, perhaps on topics related to the current study, then that provision may constrain the use of data in studies outside of that scope. The REB will generally not forbid such limitations but urges researchers to consider that the REB generally expects promises made in the consent form to be kept.

## **Winter Term Course Clearance Submissions**

For those professors and instructors who will need Course Clearance for a Winter Term course, just a reminder that we would ideally like to receive these applications in early December, to ensure they can be cleared in a timely way.

## **Data Sharing Agreements**

We often get inquiries from researchers about requirements for data sharing agreements or similar documents to allow outside researchers or others to access Carleton based data. The primary expertise at Carleton about these arrangements is found in the [Carleton Industry and Partnership Services team](#). Check with the appropriate person to ensure that you are using the most up-to-date version and the most appropriate type of agreement for your project.

## Update TCPS Tutorial Certificate After 5 Years

Like most other research institutions in Canada, the Carleton REB requires research personnel on studies to complete the TCPS Tutorial and submit their certificate(s) with submission documents for proposed projects. However, we do not accept certificates dated more than **five years** prior to submission. So, check your TCPS certificate to ensure that it is current, and re-do the course if it is more than five years old, if you are planning to submit to the REB in the near future and make sure all your study team members, such as co-investigators, research associates and students, do the same.

