**BCIT REB Pre-review Report**

To be filled out by the supervisor

Project’s name:

Date submitted to REB:

Student’s name:

Supervisor/Instructor’s name:

1. Confirmation that **TCPS2 CORE** course was completed by the supervisor/instructor: (type supervisor’s name to indicate agreement)

TYPE YOUR NAME HERE:

1. To the best of my knowledge, this application is **complete** AND **complies** with the ethics requirements described in TCPS2: (type your name to indicate you agree)

TYPE YOUR NAME HERE:

1. Evidence of pre-review – Compliance Report (including provisos sent to student *and response* from student on how they were addressed) **is attached** to this application (see a sample at the end of this document):

**Please write a brief executive summary of the project in the box (one or two short paragraphs should suffice because there’s supporting evidence)**

**What were the core ethical issues, how were they addressed and why should this study be approved for *expedited* REB review** (i.e. quick approval by the chair not needing a standard delegated review)? Typical issues relate to problems with the consent form, ensuring the project is minimal risk and so does not need full board review, and how privacy is handled (e.g. data storage).

Executive summary:

**Sample Compliance Report**

Note to the instructor/supervisor: This must include both PROVISOS sent to the student and responses by the student – this sample includes just a few provisos but it’s very common for students to get 10-20 provisos, including parts of the forms not filled out, vague wording, consent form templates not followed strictly, etc.

Note that the purpose of the departmental pre-review is to identify and fix *most* issues. If several issues are identified by the REB, the student’s application may not be considered eligible for expedited review and will be sent back for a more complete departmental pre-review.

A close-up of a white card

Description automatically generated

Departmental Pre-review

Application: **Effects of prosthetic foot on amputee gait mechanics**

1. Student: please respond by explaining your changes directly underneath each proviso in this document. Please ensure that you also update the application with the changes referenced in your response document. For any revised supporting documents that are produced, please colour/highlight changes. Thank you!
2. Open Access. Researchers may be required by granting agencies and journals to make their findings and/or data available at the time of publication. Please see the [guidance notes](https://ethics.research.ubc.ca/behavioural-research-ethics/breb-guidance-notes/guidance-notes-behavioural-application#8pt6) for full details and make any necessary changes to your consent forms to ensure that participants are informed of how the research findings or their data will be distributed.

PROVISOS

1. Main application - 15.4. It is not specified whether Mary Collins has taken the TCPS2 CORE course. From the description it seems that she is a researcher or at least she operates as a research assistant, and interacts with the participants. If she does (please clarify), she will need to take the course. If she does not interact with the participants or their data, she does not need TCPS2 certification.

Student Response: Mary Collins has taken the TCPS2 CORE course. Attached.

1. Main application - 24.3 None of the boxes are checked.

Student Response – I’ve now followed the template for the letter of consent (see attached). The appropriate boxes are now checked.

1. Contact letter/email – Make sure you use the BCIT logo

Student response – Added

1. Main application. You state that you will contact and interview patients of a clinic and another university. Note that BCIT’s REB cannot provide approval for a researcher to work with members/students of other institutions or organizations. Please provide evidence that this has already been approved by these other institutions/organizations. See 9. of our guidelines for a REB application where it states: “Please include documentation of REB approval from the other institutions as an attachment” <https://www.bcit.ca/files/appliedresearch/pdf/reb-ethical-review-guidelines.pdf>. Also see 19.3 of the same source – “Written evidence of approval (to use the premises or to access students, clients, patrons or patients) is required for projects carried out at other institutions or involving other institutions”. If required by these institutions, we can provide you a REB email that gives you provisional REB acceptance, once all other provisos are satisfied.

Student response – I have now applied and received REB approval from the other institution. Corrected and approval letter attached

1. **Appendix F.** The text reads: “However, at the end of the survey you will have the option to enter a draw”. The wording should make it clearer that the participant will have access to the “end” of the survey to access the draw regardless of whether they complete the survey in its entirety (since “end of the survey” could be understood as synonymous with completion). It’s not legal in BC to make participation in draws conditional to *completing* a study. From our instructions (same link as above, 19.8): “Researchers frequently offer participants a chance at a prize in a draw. If such a draw does not include those who withdraw from the study, technically it becomes a lottery and is illegal in British Columbia without a license. Consequently, researchers must ensure that participation in the draw is not contingent on participation in the research, and any participants who withdraw must also have the opportunity to have their names included in such draws”

Student response – wording changed to reflect the recommendation