BCIT Research Ethics Board

The student (perhaps with guidance by the instructor) starts by performing an evaluation to check whether REB exemption is possible:

1. The two attached documents (1. Is my project exempt from REB review and 2. REB Research Checklist) help with an initial assessment prior to an ethics review. This is meant to aid students and instructors identify projects that don't need REB review and either are exempt (no need to contact the REB) or can easily get a formal exemption (need to apply for REB for exemption but don't need to submit a full application).
2. If the project is not exempt and requires REB review then the instructor or anyone deemed suitable by the department will do a pre-review. **The person doing the pre-review will need to have taken the TCPS2 CORE course.**
3. Departments need to do a pre-review of all projects before students can submit their application to the REB. If a project has not been pre-reviewed then it will be sent back for the pre-review.

Resources for instructors and students to assist with the Pre-Review

The REB provides:

1. A free online course that helps with filling out applications for REB review - Students will find the course in their My Courses listing in the Learning Hub. Employees will find the course in their My Courses listing in the Employee Learning Centre.
2. A PowerPoint presentation (provided with this package) on the REB
3. A sample of provisos – provisos are descriptions of ethical issues paired up with questions about how they are to be addressed or suggesting possible solutions (to be sent to departments soon)

Pre-Review process

Steps 1 to 5 below are flexible. In other words, departments can figure out the details on their own to determine the most efficient process (e.g. what gets done by the instructor or the student), so long as at some point applications are always checked for **completion** and **compliance** by someone other than a student and who has taken the TCPS2 CORE course – see the REB Pre-Review Report in this package. Steps:

1. The instructor reviews the application for completion and asks the student to add/edit and re-submit as necessary until it's complete. This can include a peer-reviewing method where each

student reviews another student's project. Peer reviews can help alleviate the work load for the instructor and can be a great teaching tool

2. The instructor reviews the project for ethical compliance following the TCPS2
3. The instructor produces a list of provisos as relevant, identifying ethical issues and suggesting solutions for the student, mentioning articles of the TCPS2 as relevant - simulating a regular ethics application to an REB. If the peer-review process was effective, this could be just a few provisos or, rarely, none.
4. The student edits the application to comply with provisos. This is done by resubmitting the application, highlighting all relevant changes and producing a separate compliance report describing how the issues were addressed
5. The instructor checks the application now satisfies all ethics requirements to the best of their knowledge or repeats steps 3-5 until this is done and the project can be sent to the REB
6. **Every project submitted to the REB must be accompanied by a filled-out REB Pre-review Report (included with this package). This needs to be filled out by the instructor/supervisor.**