

Step 1:
Determine if your project requires Ethics Review.

The following requires ethics review and approval by a Research Ethics Board (REB) before the research commences:

- Research involving living human participants
- Research involving human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials and stem cells.
- Accessing existing health data for research

Step 2:
Determine which Research Ethics Board your project should be reviewed by.

The University has established two Research Ethics Boards (REBs). The most appropriate REB to conduct a review is based primarily on research methods and methodologies.

The Biomedical Research Ethics Board (Bio-REB) is responsible for the review of all ethics applications involving human participants that include:

- Medically invasive procedures, physical interventions and therapies (including exercise and diet interventions);
- Administration and testing of drugs, natural products or devices;
- Physiological imaging and measures (e.g. MRI or CT scans, heart rate, blood pressure)
- A project that is based solely on the use of medical charts or health records (no other research method is being used)

The Behavioural Research Ethics Board (Beh-REB) is responsible for the review of all ethics applications involving human participants that include:

- Social, behavioural and cultural research
- Non-invasive interventions using methods such as interviews, surveys, questionnaires, observations
- Psychological, social or behavioural interventions, audio and/or video recording

If you need assistance in making the initial assessment, please contact either of the Research Ethics Specialists:

Bonnie Korthuis, Biomedical Ethics Specialist, 306-966-4053, bonnie.korthuis@usask.ca
Beryl Radcliffe, Behavioural Ethics Specialist, 306-966-2084, beryl.radcliffe@usask.ca

**Step 3:
Submit an ethics application to the Ethics Office.**

Researchers and graduate students submitting their research proposals for human ethics review must prepare their submissions according to the appropriate guidelines and forms for the relevant Research Ethics Board <http://research.usask.ca/for-researchers/forms.php>

There are 3 Biomedical ethics applications:

- 1- Application for Biomedical Research Ethics Review
- 2- Application to Access Existing Health Data for Research [CHART REVIEWS]
- 3- Application for Use of Existing Biological Materials in Research

There is 1 Behavioural ethics application:

- 1- Application for Behavioural Research Ethics Review

**Step 4:
Make the requested revisions as suggested by the Research Ethics Board**

During the ethics review process the REB will respond to the researcher with required revisions or modifications to the research (i.e. Notice of Ethical Review (NER)). These revisions will need to be made and re-submitted for review **before** ethics approval can be granted. Revisions can be submitted electronically and signatures are not required.

**Step 5:
Receive the Certificate of Approval and begin the project.**

A Certificate of Approval (CofA) is issued when the study is acceptable on scientific and ethical grounds and all of the conditions of the NER have been met to the satisfaction of the REB. The approval is valid for the time period specified on the CofA provided there is no change to the approved research.

If you have any general questions regarding the application process, please contact the appropriate Research Ethics Specialist.