

## Research Ethics Board Application Requirements

**Step 1:** Determine whether your research project requires full board or delegated review. If unsure, contact the Research Ethics Office.

- Minimal Risk is defined as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in the aspects of their everyday life that relate to the research (TCPS Chapter 2B). Minimal risk research is generally reviewed by a delegated review.
- Above Minimal Risk is defined as research in which the probability and magnitude of possible harms implied by participation in the research is greater than those encountered by participants in the aspects of their everyday life that relate to the research. If the research does not meet the requirements for minimal risk, the reviews are conducted by the full membership of the REB (full board review), as it is the default requirement for the ethics review of research involving humans.

### Criteria for IH Research Ethics Board full Board review

- The research interventions are biomedical in nature **or**
- The research procedures pose greater than minimal risk<sup>1</sup> to human participants

See *Application Deadlines* page for dates of meetings and application deadlines.

### Criteria for IH Research Ethics Board delegated review

- The research does not use biomedical interventions
- The research poses minimal risk to human participants The IH REB reserves the right to decide whether a research project requires full board or delegated research ethics review
- If substantial ethical concerns are identified during a delegated review; the research project will be forwarded for full board review at the next scheduled REB meeting.

**Step 2:** Determine whether your application package qualifies for harmonized ethical review.

### Criteria for harmonized ethical review

- The research project will be conducted at two or more of the institutions that are party to the BC Ethics Harmonization Initiative (BCEHI) Agreement: Interior Health, Fraser Health, Northern Health, and Vancouver Island Health Authority; and UBC, SFU, the University of Victoria, and the University of Northern British Columbia.
- Only one application for ethical review needs to be submitted, usually to the PI's primary institution, and it will be reviewed by all the Research Ethics Boards of the institutions involved.

<sup>1</sup> Minimal risk is defined as those risks that would be encountered in normal, everyday life. Risks can be physical, psychological, emotional, social, cultural, or related to employment.



- If you are unsure whether or not your research project qualifies for harmonized ethical review, which of the REBs you should submit to for harmonized review, or if you have any questions about the application process, please contact the Interior Health Research Ethics Office by phone at 250-870-4602 or via email to [researchethics@interiorhealth.ca](mailto:researchethics@interiorhealth.ca).

**Step 3:** Submit an electronic copy of all of the following documents to [researchethics@interiorhealth.ca](mailto:researchethics@interiorhealth.ca)

**Applications for Research Ethics Board review must include:**

- Completed IH Research Ethics Board Application for Ethical Review (Form 1) including signatures of the Principal Investigator and Co-Investigators
- Protocol / Research Proposal
- Consent Form(s)
- All other documents that will be viewed by or used directly with potential research participants: e.g. recruitment emails, posters or pamphlets; information letters; newspaper ads; questionnaires or surveys; interview or focus group scripts, etc.
- A Letter of Support from the IH Manager/Leader/Administrator(s) who will provide operational approval for the impact on Interior Health facilities and/or programs where the research will take place.
- Applications & proposals submitted to funding bodies or other REBs (as applicable)
- Certificate of Approval from other REBs (as applicable)
  
- For clinical trials: all of the above as applicable, plus:
  - Investigator's Brochure
  - Curriculum Vitae of the IH Principal Investigator
  - Health Canada *No Objection Letter*
  - Budget attachment from the Clinical Trial Agreement
  - Copy of the Clinical Trial Agreement submitted to the IH Research Office

Incomplete packages will be returned to the applicant and will not be forwarded to the Research Ethics Board for review until all components of the application package are submitted.