

Single Ethics Board Review for Minimal Risk Research and Minimal Risk Recruitment-Only Activities

Please note that the review pathways described below are currently being piloted. As such, the processes and requirements described in this document may be subject to change as the Research Ethics Office evaluates the effectiveness of the pilot and incorporates feedback from stakeholders.

Minimal Risk Research

Chapter 8 of the TCPS2 states that minimal risk research that falls under the jurisdiction of multiple REBs or institutions subject to the TCPS may proceed with the approval of a single REB, pursuant to the additional, operational and administrative requirements required by researchers' home institutions (**See Chapter 8 TCPS2**).

As such, the Health Sciences North Research Ethics Board (HSN REB) will acknowledge research ethics approvals granted to minimal risk research studies by the REBs of institutions that are compliant with the TCPS2 and that are eligible to receive Tri-Agency funds.

For these approvals to be acknowledged, researchers are still required to complete a submission through Cayuse Human Ethics for administrative review by a research facilitator. This ensures that the HSN REB has a record of what will be undertaken, and that local administrative and operational approvals are sought and received.

To submit an application for minimal risk research where approval has already been granted by another institution, please follow the steps below:

1. To confirm that the study meets the criteria for minimal risk multijurisdictional research under the TCPS2, email reb@hsnsudbury.ca with the REB-approved study protocol and a copy of the REB approval letter/certificate from your institution.
2. Once it is confirmed that the study is minimal risk, you will be prompted to complete a submission in Cayuse. From your Cayuse dashboard, click the blue "New study" button. Under "Type of review", select "Requesting consideration of minimal risk research or recruitment under the single REB model".
3. Answer the questions in the submission form, and attach a study protocol, REB approval letter, signed Request for Program Approval forms from any impacted departments, and any other relevant study documents. Research may not begin until the administrative review has been completed, and an acknowledgement letter issued.

Please note:

- The Health Sciences North Research Ethics Board reserves the right to undertake independent REB review of research at the discretion of the Chair, or delegates.
- This review model applies **only** to minimal risk research, which is defined as research in which the probability and magnitude of possible harms implied by participation in the research are no greater than those encountered by participants in those aspects of their everyday life that relate to the research (**TCPS2 Chapter 2, Section B**).

- Modifications made to the study may reflect study-wide changes, or changes to the local site only. Any modifications to the study must be reported to the HSN REB through Cayuse Human Ethics. It is the responsibility of the local principal investigator (PI) to ensure that all study-wide modifications have received approval from the external REB prior to submission to the HSN REB.
- Acknowledgement of the approval of the external REB is granted for a one-year period, after which time the HSN PI must make a renewal submission to the HSN REB through Cayuse Human Ethics. If research activities are complete, a closure must be submitted.

Recruitment Only Activities:

Facilitating recruitment is a research activity that typically requires REB review. Where researchers are seeking the collaboration of Health Sciences North staff and/or using Health Sciences North resources (e.g., bulletin boards, email lists, meeting rooms, etc.) to recruit local participants, an application must be submitted through Cayuse Human Ethics for review by the Health Sciences North Research Ethics Board.

However, where an ethics approval has already been granted by another institution, if the research is minimal risk, the HSN REB will recognize the approval under the TCPS2 provisions for multijurisdictional research (**Chapter 8**).

Similar to the process for acknowledging research ethics approvals granted to minimal risk research studies by other institutions, a short submission must still be made through Cayuse Human Ethics for minimal risk recruitment only activities. The submission will be administratively reviewed by a research facilitator.

To submit an application for minimal risk recruitment-only activities where approval has already been granted by another institution, please follow the steps below:

1. Email reb@hsnsudbury.ca with the REB-approved study protocol and a copy of the REB approval letter/certificate from your institution. The HSN REB will determine if the study meets the criteria for minimal risk multijurisdictional **recruitment-only activities** under the TCPS2.
2. Once it is confirmed that the study is minimal risk, you will be prompted to complete a submission in Cayuse. From your Cayuse dashboard, click the blue “New study” button. Under “Type of review”, select “Requesting consideration of minimal risk research or recruitment under the single REB model”.
4. Answer the questions in the submission form, and attach a study protocol, REB approval letter, signed Request for Program Approval forms from any department(s) who agree to assist with recruitment, and any recruitment materials (i.e. posters, emails, etc.). Recruitment may not begin until the administrative review has been completed, and an acknowledgement letter issued.
3. If any new information arises that could potentially change the risk/benefit ratio of the study, including participant complaints or feedback, preliminary findings, or changes to study procedures as described in the Initial submission, you are responsible for informing the HSN REB via email at reb@hsnsudbury.ca.