

**Tyndale Research Ethics Board
PROCEDURE**

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Description	Tyndale Research Ethics Board shall assess REB applications according to the criteria as indicated in the Tyndale Research Ethics Board Policy.
Purpose	The purpose of this document is to outline administrative procedures for REB reviews.
Terms & Definition	Tyndale Research Ethics Board Policy Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022)
Responsible Depart	Tyndale Research Ethics Board
Audience(s)	Tyndale faculty and students who engage in or supervise research projects that include human participants; external researchers who are engaged in research with human participants in connection with Tyndale researchers or students
Regulations	Tyndale Research Ethics Board Policy Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022)
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Policy Provisions

Procedures for Research Ethics Board Review

This section outlines the review procedures for regular review, review of student assignments, and delegated review. Researchers should submit their proposals for approval prior to the start of recruitment of participants or access to data ([Article 6.11](#)). The level of REB Review is in proportion to the risks involved. The Tyndale REB accepts three types of review: full REB review, course-based research review, and delegated REB review ([Article 6.12](#)). To qualify for course-based or delegate review research must be minimal risk.

1. REB Review at Tyndale

1.1. When a researcher submits a request for ethical review the following procedures are to be followed:

- (a) Applications are accepted at any time and are reviewed on an ongoing basis.
- (b) Applications should be sent to REB@tyndale.ca
- (c) Applications that describe their projects as 'minimal risk' are reviewed by two of the committee members, as assigned by the REB Administrator.
- (d) If at any point during the review process, one of the reviewing members feels that the research represents higher than minimal risk, they will recommend to the REB Administrator that a full review be conducted, and the full board will engage in the review.
- (e) If revision is required, comments and recommendations are sent to the applicant within approximately three weeks of the application submission. However, from time to time, there are high volume periods, and the review may take longer than three weeks. It is advised to submit the application as early as possible.

1.2 If the application is complete, the REB will make one of four decisions:

- (a) The research is unethical and cannot be conducted.
- (b) The research is unethical but can be made ethical with specific named revisions.
- (c) The research is ethical but requires procedural changes.
- (d) The research is ethical and can proceed. This is known as approval.

1.3 REB members will reach a consensus on the decision regarding the application. That discussion will be communicated to the applicant in writing. At the discretion of the REB, the applicant may receive non-binding comments from individual REB members.

- 1.4 Upon approval of an ethical review application, the applicant will be sent the Certificate of Ethics Review Clearance, signed by the Chair of REB.
- 1.5 The REB Administrator will forward the approval form to the applicant(s) along with a copy of [REB Annual Progress Report / Final Report for Research Involving Human Participants](#).

2. Course-based Research Review

Course-based research review research will keep to the following procedure:

- 2.1 The instructor responsible for the assignment shall complete and submit the [Request for Departmental Approval of Course Syllabi and Assignments](#) to the appropriate Academic Dean's office.
 - (a) Research should be required by an assignment recorded in the course syllabus. The syllabus will be included with the application.
 - (b) Students cannot begin the assignment until approval has been received.
 - (c) Assignments must meet the criteria for course-based research review (See above).
 - (d) The evidence of consent to be used by students will be included in the application.
- 2.2 The Academic Dean's office reviews and reports approved requests and submits the signed form to the REB Administrator.
 - (a) The Academic Dean's office shall be satisfied that the research conforms to TCPS 2, the Tyndale Research Ethics Policy, and meets the criteria for course-based research review.
 - (b) The Academic Dean's office should consult the REB about any questions or concerns related to the research or research ethics policy.
 - (c) Research not approved by the Academic Dean's office cannot proceed.
- 2.3 Students review, complete, and submit [Student Research Information and Checklist](#) to the instructor responsible for the assignment.
 - (a) The instructor shall be satisfied that the project complies with the guidelines set by TCPS 2, the Tyndale Research Ethics Policy, and meets the criteria for course-based research review
 - (b) The instructor shall collect and retain the evidence of consent from participants for three years after the research project is complete.

- (c) The instructor shall forward a list of these approved studies to the appropriate Academic Dean's office and the REB Chair(s) prior to initiation of research by the student.
- (d) In the event of uncertainty about the ethical appropriateness of the research, instructors have the responsibility for directing students to submit [REB Application for Ethics Review](#) to the REB.

2.4 In all cases students shall not proceed with their research until they have received ethical approval.

3. Reconsideration and Appeals

Researchers have the right to appeal the decision of the REB ([Article 6.18](#)). Appeals of REB decisions must be submitted to the REB Administrator within 30 days of receiving the decision of the REB. Appeals should include the following components (and be no more than five double-spaced pages in length):

- (a) A one-page explanation of why the applicant disagrees with the REB decision.
- (b) Reference to precedent literature that establishes that similar research was conducted in a similar manner and received approval from a TCPS 2 adherent institution.
- (c) A description of changes to the research project, if any. This should include a revised REB ethics review application.
- (d) If desired, an applicant can provide documentation from an outside review of the exact documents received by the Tyndale REB. If provided the applicant should provide contact information for the external review body and is responsible for any costs associated with that review.

On receipt of the request for appeal the chair(s) of the REB will review the request and determine if the application should be returned to the REB committee. A decision on the appeal will be provided within 60 days.

When the REB rejects such appeals, the researcher can appeal to the Research Officer. The Research Officer will appoint a committee with similar expertise to the REB. This committee is subject to the regular requirements of TCPS 2 and this policy. This committee shall not include any members of the REB whose decision is under appeal. This committee "may approve, reject, or request modifications to the research proposal" ([Article 6.20](#)). The decision of this institutional appeal committee will be final (Article 6.20).

Related Documents

Tyndale Research Ethics Board Policy

Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans –
TCPS 2 (2022)