



# SUBMITTING AN REB APPLICATION AT THE U OF R

Jennifer Gordon  
Vice-Chair of the REB

1

## THE BASICS

All human research conducted by University staff or students needs to be reviewed and approved by the Research Ethics Board (REB)

No contact with prospective participants should occur before REB approval

Necessary for

- Manuscript publication
- Thesis acceptance

The REB's mandate is to make sure we adhere to the TCPS2 Guidelines

2

The screenshot shows the Government of Canada website with the following elements:

- Header:** Government of Canada / Gouvernement du Canada, Canada.ca | Services | Departments | Français.
- Page Title:** Panel on Research Ethics.
- Navigation:** Policy, Education, Interpretations, Grants.
- Breadcrumbs:** Home → Policy → TCPS 2 (2022).
- Main Title:** Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022).
- Table of Contents:**
  - Acknowledgements
  - Introduction
    - Mandate of the Agencies
    - Compliance with the Policy
  - Chapter 1 – Ethics Framework
    - A. Importance of Research and Research Ethics
    - B. Core Principles
    - C. How to Apply this Policy
  - Chapter 2 – Scope and Approach
    - Introduction
    - A. Scope of Research Ethics Review
    - B. Approach to Research Ethics Board Review
  - Chapter 3 – The Consent Process
    - Introduction
    - A. General Principles
    - B. Departures from General Principles of Consent
- Other format:** PDF version (1.84 MB).
- Companion Documents:** Highlights of Changes.

3

The screenshot shows the TCPS 2: CORE-2022 (Course on Research Ethics) welcome page with the following elements:

- Header:** TCPS 2: CORE-2022, Panel on Research Ethics, www.pre.ethics.gc.ca, Français.
- Section:** Welcome.
- Section Title:** TCPS 2: CORE-2022 (Course on Research Ethics).
- Text:**

The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2) provides ethics guidance that applies to all research involving human participants – including their data and/or biological materials – conducted under the auspices of an institution eligible for funding by the federal Agencies (CIHR, NSERC, SSHRC).

The online tutorial CORE-2022 (Course on Research Ethics) is an introduction to the TCPS 2 for the research community. It focuses on the TCPS 2 ethics guidance that is applicable to all research involving human participants, regardless of discipline or methodology.

The Panel on Research Ethics highly recommends that all researchers who intend to engage in research involving human participants, as well as REB members and administrators, successfully complete the new CORE-2022. Institutions may also have policies in place that make its completion mandatory.
- Section Title:** CORE-2022 consists of nine modules and a knowledge consolidation exercise:
- List of Modules:**
  - Module A1 - Introduction
  - Module A2 - Scope of TCPS 2
  - Module A3 - Risks and Benefits
  - Module A4 - Consent
  - Module A5 - Fairness and Equity
  - Module A6 - Privacy and Confidentiality
  - Module A7 - Conflicts of Interest
  - Module A8 - Research Ethics Board Review
  - Module A9 - Research Involving Indigenous Peoples
  - Knowledge Consolidation Exercise
- Note:** Please note that all modules and the knowledge consolidation exercise should be completed in the language that you have selected in your user profile.
- Text:** The modules are numbered in the suggested order. However, they can be completed in any order and can be used to review.
- Image:** A book titled "Ethics Toolkit for Research Involving Human Participants".
- Button:** Login to CORE/Create Account.

4

Dashboard - Converis Standard | uregina.converis.clarivate.com/converis/mypages/overview

Web of Science | InCites | Journal Citation Reports | Essential Science Indicators | EndNote

Converis | Help | Researcher: Jennifer Gordon

View Profile | Add New Content

Annual Performance Review | Publication Management | REB Application

University of Regina Dashboard

Person Records | Annual Performance Reviews | Publication Management | REB Applications | Notifications | Statistics

Associate Professor Jennifer Gordon

Regina | Jennifer.Gordon@uregina.ca

65 Publications | 4 Times Cited | 1 H-Index

Things to do

1 REB Applications in Status: In Preparation | View All

Recently edited

Gordon, Jennifer - Psychology - Associate Professor (01-Jul-2018 - ) - 2024  
Annual Performance Review | Last edited on 27-Jan-2025 at 09:46

Suicidality should be considered for inclusion in the diagnostic criteria for PMDD: Jennifer I. Gordon; Sneha Chenji; Arianna Di Florio; Lisa Hantago; Sandi MacDonald; Jessica R Peters; Jaclyn M Ross; Katja Schmalenberger; Torv A Eisenlohr-Moul; 2025 Journal article  
Research Output | Last edited on 24-Jan-2025 at 05:01

820 | Examining Partner Perceptions | Gordon; Kivharju | Standard by Student | REB Chair's NER Review  
REB Application | Last edited on 14-Jan-2025 at 04:59

916 | Testing the Efficacy of the T... | Gordon; Ly; Bueno; Gulash | Standard by Faculty or Staff | Active/Approved  
REB Application | Last edited on 15-Oct-2024 at 11:40

887 | A Qualitative Investigation of... | Sander | Standard by Student | Active/Approved  
REB Application | Last edited on 26-Aug-2024 at 03:27

Publications per type | Publications per Year

5

Dashboard - Converis Standard | Ethics Forms, Policies and guidelines | uregina.ca/research/ors/human-research/ethics-forms.html

STUDENTS | FACULTY & STAFF | ALUMNI & FRIENDS | GIVE

University of Regina 50 Experience U of R Admissions Programs Faculties Costs & Aid Indigenous Engagement Research U of R Impact

U OF R HOME > OFFICES OF RESEARCH SERVICES AND PARTNERSHIP & INNOVATION > OFFICE OF RESEARCH SERVICES > RESEARCH WITH HUMAN PARTICIPANTS > ETHICS FORMS, POLICIES AND GUIDELINES

# Ethics Forms, Policies and guidelines

CONTACT A RESEARCH COMPLIANCE SPECIALIST >>

## Converis

All new applications to the Research Ethics Board are submitted and reviewed using the online platform Converis. There are 4 application types, Standard which replaces the Biomedical and Behaviour forms, Secondary Use of Data, Course Based, and Approved by Other Institution.

Submit all amendments, renewals and closures using the previous electronic forms (below) submitted via email to [research.ethics@uregina.ca](mailto:research.ethics@uregina.ca)

Click the following button to log in to Converis:  
(Use Novell credentials to login - the same as URCourses, URSource)

**Login to Converis**

Students (Graduate or Undergraduate) must request access to Converis. This is done using a link in the **Student** tab of [UR Self-Service](#).

To request access:

6

Dashboard - Converis Stand... Ethics Forms, Policies and guid... converis-ethics-manual-chair.p... Submitting an Application to R... +

uregina.ca/research/ors/human-research/ethics-forms.html#

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**Guidance Notes and Manuals for Converis:**

- [Guidance Notes for the Standard REB Application Form \(Converis\) \(PDF\)](#)
- [Converis Ethics Manual and FAQ - Researcher \(PDF\)](#)
- [Converis Ethics Quick Sheet - Researcher \(PDF\)](#)
- [Converis Ethics Manual - Reviewer \(PDF\)](#)
- [Converis Ethics Quick Sheet - Reviewer \(Word Doc\)](#)
- [Converis Ethics Manual - Chair \(PDF\)](#)

**Converis Application Power Points and Presentations (Researcher and REB Reviewers):**

- [Powerpoint and Zoom Recording \(Intended for REB Reviewers\)](#)
- [Submitting an Application to REB using Converis](#)

**Surveys**

If your research project involves a survey that you would like to conduct online, you are encouraged to use [Qualtrics](#), for which the University of Regina has a site license. Information on and access to Qualtrics is available under [Information Service](#) website. Surveys involving study of the university as an institution and its faculty, staff, and students must adhere to the [Surveys policy](#).

[Release of Research Funds Prior to Ethics Review \(Doc\)](#)

**Behavioural Research Ethics Templates and Guidance Documents** +

**Biomedical Research Ethics Templates and Guidance Documents** +

**Other Templates, Guidance Documents and Agreements** +

7

Dashboard - Converis Stand... Ethics Forms, Policies and guid... converis-ethics-manual-chair.p... Submitting an Application to R... +

uregina.ca/research/ors/human-research/ethics-forms.html#fact\_2\_1

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**Behavioural Research Ethics Templates and Guidance Documents** -

- [Consent Form Template \(Doc\)](#)
- [Consent Form Guidelines \(Doc\)](#)
- [Consent Form for Survey \(Doc\)](#)

**Guidance Documents**

- [Action Research Guidelines \(Doc\)](#)
- [Informed Consent Guidelines \(Doc\)](#)
- [Broad Consent Guidelines \(Pdf\)](#)
- [Child Assent Guidelines \(Doc\)](#)
- [Ethical Guidelines for Snowball Sampling \(Doc\)](#)
- [CIHR Guidance and Standards for Race-Based and Indigenous Identity Data Collection](#)
- [Guidelines for Using Zoom \(Doc\)](#)
- [Phone Consent Script \(Pdf\)](#)
- [Photovoice and Cellphilmng Guidelines \(Doc\)](#)

**Biomedical Research Ethics Templates and Guidance Documents** +

**Other Templates, Guidance Documents and Agreements** +

**Continuing Review Documents (Amendments, Renewal Forms, Adverse Event and Incident Report Forms)**

All changes to research protocols, information, consent documents, advertisements, study instruments, etc. must have REB review and approval prior to implementation, except where necessary to eliminate immediate risk to study participants.

[Amendment Request Form \(Doc\)](#)

8

## THE BASICS OF AN APPLICATION

Converis form completed

Consent form

Recruitment materials

- Advertising
- First correspondence with participants

Study materials

- Survey
- Interview questions
- Anything participant-facing

9

## TOP TIPS

Get sample applications from colleagues if you can

Be specific

- Advertising
- Measures to secure data

Look to Information Services for recommended tools for data storage and sharing

- OneDrive
- MS Teams

Remember the REB's top concern is the participant's experience

If you are recruiting a vulnerable population or dealing with a sensitive subject, we'll have additional questions

10

## HOW LONG WILL IT TAKE?

Very low risk: first review within a couple of weeks

- Anonymous survey
- Innocuous topic
- Not a vulnerable population

Low-medium risk: about 1 month for first review

Factor in time to write the response to the REB's comments