

Policy Number	5.1.2
Approval Body	President's Executive Committee
Policy Officer	AVP Research
Approval Date	September 2024

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## 5.1.2 RESEARCH ETHICS PROCEDURES

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### ENABLING LEGISLATION + LINKED POLICIES

5.1 Research Administration, Ethics, and Conduct Policy.

Refer to the Policy for definitions.

### INTENT OF PROCEDURES

These procedures are intended to promote and advance a high standard of ethics in research at the University that involves human participants. These procedures will identify responsibilities for maintaining these standards.

These procedures are expected to be followed by anyone who is engaged in any research activities (funded or not funded) that are supported through University equipment, staff, or students. All members of the University involved in research are expected to adhere to the highest standards of ethical conduct and in a manner consistent with their research disciplines.

The operations of the Emily Carr University Research Ethics Board (ECU-REB) follow Standard Operating Procedures (SOPs) listed in the Table of Contents below. The ECU-REB SOPs are drawn from the most current version of N2/CAREB "Observational Health" Standard Operating Procedures and modified to reflect the Emily Carr University context. They adhere to the most current version of Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS).

### ECU-REB SOP TABLE OF CONTENTS

Document	Title	Responsible Personnel
<a href="#">ECU-REB SOP 001</a>	Glossary	AVP Research, Research Ethics Staff
<a href="#">ECU-REB SOP 002</a>	References	AVP Research, Research Ethics Staff
<a href="#">ECU-REB SOP 101</a>	Authority and Purpose	AVP Research, REB Members, Research Ethics Staff

<a href="#"><u>ECU-REB SOP 102</u></a>	Research Requiring REB review	Researchers, REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 103</u></a>	Training and Education	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 104</u></a>	Management of REB Office Personnel	Research representatives, REB Chair, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 105A</u></a>	COI of REB Members and Office Personnel	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 105B</u></a>	COI Researcher	Researchers, REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 105C</u></a>	COI Organization	REB Members, Research Ethics Staff, University Officials
<a href="#"><u>ECU-REB SOP 106</u></a>	Signatory Authority	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 107</u></a>	Use and Disclosure of Personal Information	Researchers, REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 108</u></a>	SOP Maintenance	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 109</u></a>	Requirements for US Regulated Research	AVP Research, REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 201</u></a>	Composition of the REB	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 202</u></a>	Management of REB Membership	REB Chair, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 203</u></a>	Duties of REB Members	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 204</u></a>	REB Personnel Serving as REB Members	AVP Research, REB Chair, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 301</u></a>	REB Submission Requirements & Document Review	Research Ethics Staff
<a href="#"><u>ECU-REB SOP 302</u></a>	Meeting Administration	REB Chair, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 303</u></a>	Document Management	Research Ethics Staff

<a href="#"><u>ECU-REB SOP 401</u></a>	Delegated Review	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 402</u></a>	Review Decisions	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 403</u></a>	Initial Review - Criteria for REB Approval	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 404</u></a>	Ongoing REB Review Activities	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 405</u></a>	Continuing Review	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 406</u></a>	Research Completion	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 407</u></a>	Suspension or Termination of REB Approval	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 408</u></a>	Course-based Review	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 501</u></a>	REB Review During Publicly Declared Emergencies	AVP Research, REB Chair, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 601</u></a>	Communication - Researcher	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 602</u></a>	Communication - Research Participants and Members of the Public	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 701</u></a>	Free and Informed Consent	REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 801</u></a>	Researcher Qualifications and Responsibilities	Researchers, REB Members, Research Ethics Staff
<a href="#"><u>ECU-REB SOP 901</u></a>	Quality Assurance Visits	REB Members, Research Ethics Staff, QA Officer
<a href="#"><u>ECU-REB SOP 902</u></a>	Non-Compliance	Researchers, REB Members, Research Ethics Staff

## RELATED POLICIES, PROCEDURES AND CODES AT EMILY CARR UNIVERSITY

- 5.1      Research Administration, Ethics, and Conduct
- 5.1.3    Research Conflict of Interest Procedures