



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

5.1.2 RESEARCH ETHICS PROCEDURES

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
ECU-REB SOP 001	Glossary	AVP Research, Research Ethics Staff
ECU-REB SOP 002	References	AVP Research, Research Ethics Staff
ECU-REB SOP 101	Authority and Purpose	AVP Research, REB Members, Research Ethics Staff

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

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