

Common Mistakes and General Tips

Some general tips for completing your CBU REB protocol.

Provide Enough Information

The main goal of the CBU REB is to assess the risk to participants in any given research project. Therefore, it is important to ensure that you provide the CBU REB with enough information to understand what your research is and how participants will be involved. Review the instructions carefully for section 2.1 (Research Summary) which asks you to provide a summary of the proposed research, indicating clearly the role of the research participants and any procedures to which the participants will be subjected. Remember that the CBU REB might not have the same expertise in your research field. Avoid using jargon, acronyms or other language that may not be clear to someone outside your area of research.

Create Clear Consent Forms or Scripts

Ensure your consent form is written for your participants. Be sure you have written your consent form in clear language and have explained key elements such as: what participating in the project will entail, when and how participants might withdraw and a clear description of the risks and benefits. For more information on crafting clear consent forms and scripts, check out our Guidelines on Consent.

Don't Skip the Duty to Disclose Section

The researcher should provide some explanation about how information pertaining to abuse/neglect of children or vulnerable persons will be handled (section 3.6). Even if such disclosures are unlikely, they are possible.

Always Complete the Risk Section

It is important to consider possible harms when completing your REB protocol even if your research is minimal risk (section 4.2). For example, an interview discussing mental health resources on campus may cause participants to feel some discomfort if they need to disclose that they have sought help for their own mental health. You want to show the CBU REB that you have considered the possible risks and have explained how you will address them. For example, researchers might remind participants that they can choose to skip a question if they do not wish to answer it.

Submit All Relevant Attachments

Make sure your submission includes all relevant documents pertaining to your research outside of the CBU REB protocol form. This might include a consent form or script, interview questions, surveys, recruitment material.