

# RESEARCH ETHICS BOARD

# APPLICATION FORM

**Application for Board of Record Review Acknowledgement**

Information about the board of record review model can be found on the [Research Ethics website](https://www.cbu.ca/research/research-ethics-animal-care/research-ethics-protocol-submissions/).

**ELIGIBILITY**

You are eligible to apply for this review model if:

1. This research involving humans has received research ethics board review and approval from an institution eligible to receive tri-agency funding. This institution’s research ethics board will be the **board of record** for this project;
2. The board of record complies with the TCPS2;
3. The researcher/s affiliated with Cape Breton University (if any) is/are not the principal investigator, co-principal investigator or nominated principal investigator on the project; they are not the researcher with primary administrative and/or financial responsibility for the project, nor the researcher responsible for the leadership of the project, including its intellectual direction;
4. The full scope of the research involving humans with which Cape Breton University will be affiliated is described and approved by the board of record;
5. You agree to comply with the requirements of the research ethics board of record.

## ADMINISTRATIVE INFORMATION

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| Project Title: |

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| **1.** **Research Team Information** | | | | | |
| Lead researcher  (at CBU) | Name |  | | | |
| Email |  | | Phone |  |
| Department |  | | | |
|  | [ ] Not applicable, there are no researchers affiliated with CBU on the research team | | | | |
| Principal investigator  (at lead study site where REB approval has been undertaken) | Name |  | | | |
| Email |  | | Phone |  |
| Co-investigator(s) names, affiliations and email addresses |  | | | | |
| Contact person for this application (if not lead researcher) | Name |  | | | |
| Email |  | | Phone |  |
| Study start date |  | | Study end date |  | |

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| **2.** **Research Ethics Board of Record** | |
| Name of research ethics board of record |  |
| Date board of record approval received |  |
| Include with this application (as a single MS Word or PDF file):  [ ] the full ethics submission as approved by the research ethics board of record (including study protocol, recruitment and consent materials, research instruments etc.)  [ ] approval letter (certification) from the research ethics board of record | |

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| **3. Funding** [ ] Not Applicable | | |
| Funding | Agency |  |
| Award Number |  |
| Will any funding be held at CBU? | [ ] Yes  [ ] No |

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| **4. Attestation**  **Complete either 4A or 4B** |
| **4A.** Complete this attestation if the research team includes researchers affiliated with Cape Breton University: |
| **[ ]** I am the **lead** **researcher** at CBU named in section 1.  **[ ]** I am not the principal investigator, co-principal investigator or nominated principal investigator on this project; I am not the researcher with primary administrative and/or financial responsibility for the project, nor the researcher responsible for the leadership of the project, including its intellectual direction.  **[ ]** Thefull scope of the research involving humans with which CBU will be affiliated has been described to, and approved by, the board of record.  I acknowledge and accept my responsibility to:  **[ ]** conduct, and oversee the conduct, of this research following the principles of the Tri-Council Policy Statement *Ethical Conduct for Research Involving Humans* ([TCPS](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html))  **[ ]** comply with the oversight requirements of the research ethics board of record, including documenting changes, reporting incidents or adverse events and continuing reporting responsibilities (annual/final reports) for the duration of the research involving humans  **[ ]** immediately advise the Cape Breton University research ethics board if the scope of my research involving humans is not overseen by the board of record named above. In such instances, I acknowledge that an application to the CBU REB will be required and that no research involving humans may be undertaken without active REB approval from the board of record or a CBU research ethics board.  All boxes in this attestation *must* be checked for the submission to be accepted by the REB. |
| **4B.** Complete this attestation if the research team does NOT include any researchers affiliated with Cape Breton University: |
| **[ ]** I am the **principal investigator** at the lead study site named in section 1.  **[ ]** There are no researchers affiliated with CBU on the research team.  **[ ]** Thefull scope of the research involving humans with which CBU will be affiliated has been described to, and approved by, the board of record.  I acknowledge and accept my responsibility to:  **[ ]** conduct, and oversee the conduct, of this research following the principles of the Tri-Council Policy Statement *Ethical Conduct for Research Involving Humans* ([TCPS](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html))  **[ ]** comply with the oversight requirements of the research ethics board of record, including documenting changes, reporting incidents or adverse events and continuing reporting responsibilities (annual/final reports) for the duration of the research involving humans  **[ ]** immediately advise the CBU research ethics board if the full scope of the research involving humans with which CBU will be affiliated is not overseen by the board of record named above. In such instances, I acknowledge that an application to the CBU REB will be required and that no research involving humans may be undertaken without active REB approval from the board of record or a CBU research ethics board.  All boxes in this attestation *must* be checked for the submission to be accepted by the REB. |

**SUBMISSION INSTRUCTIONS**

Submit this form along with, the full ethics submission as approved by the research ethics board of record and the research ethics board of record approval letter, as a **single MS Word or PDF file** to ethics@cbu.ca. It is also the responsibility of the PI to forward CBU renewal and amendment approval letters from the REB of record if needed.