

## Fact Sheet – Research Ethics Review for Researchers

1) Review is required for *all* research involving human subjects, animals and biohazardous materials, including:

- funded, non-funded or contract
- conducted by faculty, staff or students (includes adjuncts, contract, visiting fellows)
- Research that is undertaken off-campus (*Research that is undertaken by a member of the York research community or under the aegis of York University but conducted off-site is still subject to ethics review*)

2) Examples of research that *is* subject to review:

- Collection of information through any interaction with a living person
- Secondary use of data previously collected from human subjects
- Use of identifiable private information about an individual
- Research involving human remains, cadavers, human organs, tissues and biological fluids, embryos or fetuses

3) Examples of research *not* subject to review:

- Research about a living individual involved in the public arena, based on publicly available materials
- Quality assurance studies, performance reviews or testing within normal educational requirements are not subject to ethics review
- Practica are generally not subject to ethics review
- Research conducted using secondary analysis of datasets or coded samples – **identity of subject unknown**

4) Ethics Review – the Process

Review → Approval → Renewal → Amendment → Incident(s) → End of Project

5) Application Process/Documents to submit

- HPRC Protocol (Original plus 6 copies)
- Attendant documents
  - Informed Consent Form (for verbal consent, a copy of the script must be provided)
  - Sample Questions (survey, questionnaire)
  - Other
- The forms are available in the Research Conference on First Class or on the Research Website ([www.research.yorku.ca/securehome](http://www.research.yorku.ca/securehome))
- Protocols should be submitted in hard copy format to the HPRC, care of *Manager, Office of Research Ethics, 309 York Lanes*

6) Committee Decisions

- Committee decisions:
  - Approved
  - Approved pending minor revisions
  - Approved pending major revisions
  - Not approved
- Approvals are granted for a 3-year period, **subject to annual renewals**
- Ethic approval certificates must be renewed annually

#### 7) Responsibilities of the Researcher

- Annual renewals for multi-year projects
- Amendment approval(s)
- Incident reports
- Security and Maintenance of research materials

#### 8) Good to know

- Ethics approval is *not* required at the application stage for Tri-Council grants
- However, research activities cannot commence without ethics approval
- Research accountant will *not* create an account or grant access to research funds until ethics approval is in place
- No research activities may be undertaken until ethics approval is in place
- Full reviews are processed weekly
- Protocols received each week by Thursday 5pm will be circulated to the committee on the following Monday
- It takes 20 working days to process an HPRC application
- Expedited reviews are only granted under special circumstances and have to be requested by the researcher
- If you are a co-investigator or collaborator and the project itself is located at another university, you still need to get ethics approval from York University for your portion of the project.
- If you would like to do research with a school board, you will need both ethics approval from York University as well as the School Board.

#### 9) Questions?

If you have any further questions, please contact:

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