

# Research and Ethics Board (REB) Application/Modification/Extension – Instructions for NB-IRDT Submissions –

## 1. OVERVIEW

- 1.1 NB-IRDT has a Preliminary Ethics Review Committee<sup>1</sup>. The UNB REB requires REB submissions to be made through NB-IRDT's PERC.
- 1.2 All REB applications, modifications and extensions for NB-IRDT projects, requesting access to data in custody at NB-IRDT must submit for review by PERC.

## 2. HOW TO SUBMIT A REB APPLICATION TO PERC

- 2.1 The PERC process will be initiated by the Data Access Coordinator following the Data and Research Committee (DRC) review.
- 2.2 The Data Access Coordinator will invite the PI to email the required documentation to [nb-irdtdar@unb.ca](mailto:nb-irdtdar@unb.ca)

Include the following information in the e-mail:

- The Principal Investigator's (PI) name & email address
- A project ID number

Required Documentation to attach:

- A completed REB Application (forms available via UNB's Vice President Research website: <https://www.unb.ca/research/vp/ethics.html>)

**Note:** All research team members must sign the attestation form.

- A proposal of work, project protocol or Data Access Request.
- All supporting documentation, if applicable, (i.e. copy of consent form, information letter, recruitment materials, confirmation of REB approval(s) from other institutions, etc.)

- 2.3 Project Amendments requiring REB Case Modifications and REB Case Extensions

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<sup>1</sup> Committee terms of reference available by request – email [nb-irdtdar@unb.ca](mailto:nb-irdtdar@unb.ca)

Level 2 and 3 amendments will require an REB modification and/or REB Case Extension. At the appropriate time during the amendment process, you will be directed by the Data Access Coordinators to submit the REB modification and/or REB Case Extension to the NB-IRDT PERC. Case Modification/Case Extension forms are available via UNB's Vice President Research website: <https://www.unb.ca/research/vp/ethics.html>

**Note:** If adding research team members an attestation is needed. Page 1 of the REB application contains the attestation section. Have all new members sign page 1 of the REB application and submit this page along with the REB Case Modification or REB Case Extension forms.

### 3. AFTER PERC

- 3.1 If the PERC reviewers have comments or require clarification they will be addressed directly with the PI.
- 3.2 Once PERC is complete, a REB package is prepared and sent to UNB's Ethics Office on behalf of the PI; the PI is cc'd on this e-mail so they are aware of the submission date and can see what was sent. The REB package includes:
  - A signed recommendation letter from NB-IRDT
  - PERC Review sign-off
  - PERC Summary & Final Privacy Review
  - The REB Application/ Case Modification/Case Extension
  - A proposal of work, project protocol, or Data Access Request.
  - If applicable, all supporting documentation (consent form, information letter, recruitment materials, confirmation of REB approval(s) from other institutions, etc.
- 3.3 The Chair of UNB's REB will send the decision, to the PI, via e-mail; Data Services will be cc'd on this e-mail. Upon receipt, the Data Access Coordinator will then prepare the Data Access Agreement and follow through with signatures from the Vice President Research as well as the PI.

### 4. DOCUMENT VERSION, REVIEW, AND APPROVAL HISTORY

| Version | Author                          | Nature of Change     | Date             |
|---------|---------------------------------|----------------------|------------------|
| 1.0     | A Lavigne                       | Initial draft        | January 18, 2024 |
| 1.1     | D Curtis Maillet,<br>L. Gilbert | Content modification | February 2 2024  |

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|-----|---------------------|---------------------------------------|-------------------|
| 2.0 | A Lavigne           | Content Finalized                     | February 28, 2024 |
| 2.1 | A Lavigne, C. Hovey | Updated footer and correct versioning | October 22, 2024  |
|     |                     |                                       | <b>Feb 2025</b>   |