Saint Mary's University

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FOR OFFICE USE ONLY
SMU REB #:
DATE RECEIVED:

REQUEST FOR CHANGES TO CLEARED RESEARCH

Form 2- Faculty/Student/Staff

The REB forms are Adobe fillable, savable, PDF forms- they must be opened with Adobe Acrobat Reader to ensure that they look and function correctly.

Proposed changes for continuing REB review may involve changes or additions to the research methods, the informed consent process, research materials as well as changes to the title of the research, members of the research team, contact of research team members and funding. Research ethics clearance must be confirmed prior to implementation of changes.

The REB accepts requests for continuing research ethics review, only when the following criteria is met:

1. All Form 2 fields are completed (no field appears blank, "n/a" is inserted when applicable)
2. All materials requiring REB review are attached
3. Revised versions of previously cleared materials have changes highlighted within the documents
4. Applications (i.e., Form 2 and any new or revised materials are sent as one cohesive package by email to ethics.continuingreview@smu.ca. For student research, applications are sent by the Faculty Supervisor. For faculty or staff research, applications are sent by the Faculty of Staff Principal Investigator.

1. TYPE OF APPLICATION

SMU REB File #: Affiliation: Choose one Type of Research: Choose one

2. TITLE OF RESEARCH

Important! If the research title is different for public release, please indicate. All active research studies are listed on the SMU REB website.

3. RESEARCH STATUS

a) Does this study hold current REB clearance? ◯ Yes ◯ No

If no, submit an Annual Status Report (Form 3) together with this request.

b) Current research ethics clearance period: From: (dd/mmm/yyyy) To: (dd/mmm/yyyy)

c) In the case of a multi-jurisdictional research, the other REB's current clearance is attached. ◯ Yes ◯ N/A

d) What is the current study status of the research?

☐ No recruitment to date ☐ Active recruitment ☐ Active participation ☐ Recruitment ended ☐ Participation ended
☐ On hold ☐ Analysis ☐ Final analysis ☐ Secondary data only ☐ Other:

4. CONTACTS

For Student research, begin with listing the faculty supervisor. For faculty and staff research, begin with listing the faculty/staff Principal Investigator.

a) Role: Choose one Name:

Phone #: Email:

b) Role: Choose one Name:

Phone #: Email:

c) Role: Choose one Name:

Phone #: Email:

Please include additional members at the "Additional Information" section, at the end of the form.

5. CHANGE REQUEST

Changes or additions to the previously cleared research involve: (check all that apply)

- ☐ a) methods;
- ☐ b) informed consent form/script;
- ☐ c) supporting research materials;
- ☐ d) administrative details (such as: new research staff, new contact details, change to the study title, etc.);
- ☐ e) funding details;
- ☐ f) other

g) Provide a description of and explanation for any changes requested to your previously cleared research.

If these changes are to new/updated materials with previous research ethics clearance, submit the new version of the document(s) and highlight the sections that have been revised or newly added for which research ethics review is requested.

ADDITIONAL INFORMATION

CERTIFICATION

I will ensure that all procedures performed under the project will be conducted in accordance to the Tri-Countil Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2) and all relevant Saint Mary's University, provincial, national and international policies and regulations that govern research involving humans.

In the case of student research, as faculty supervisor, I have read and approve the request, deem the project scientifically valid and agree to provide continuing and thorough supervision of the student(s). I will ensure that the level of risk inherent to the project is managed by the level of research experience that the student investigator has combined with an extent of oversight that will be provided by me and that the research will be conducted in accordance with the SMU REB's cleared proposal, and consent process.