FOR OFFICE USE ONLY
SMU REB #:
DATE RECEIVED:

REQUEST FOR EXEMPT REVIEW

Faculty/Student/Staff

PURPOSE

The general categories of research that require REB review in accordance with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans are defined in TCPS 2, 2022, Chapter A. Article 2.1. "A determination that research is the intended purpose of the undertaking is key for differentiating activities that require ethics review by an REB." Non-research activities do not require REB review even if they employ methods and techniques similar to those in research. The TCPS 2 suggests that when in doubt about the applicability of the Policy to a particular research project, the researcher shall seek the opinion of the REB.

Next steps:

1. Submit a fully completed request to: ethics@smu.ca. Double check that all fields are filled, "n/a" when applicable.
2. In the subject line of the email, write: "REQUEST FOR EXEMPT REVIEW".
3. Requests involving student projects must be submitted directly by the faculty supervisor.
4. Please do not append grant applications because they do not contain sufficient information helpful for an REB.

1. TYPE OF REQUEST

Type of Request: Choose a type or enter custom text

Type of Project: Choose your option or enter custom text

2. ROLES AND CONTACTS

If student research list the Faculty Supervisor, otherwise the Principal Investigator (faculty/staff).

a) Role: Choose one

Name:

Phone #:

Email:

Institutional Status: Choose one

b) Role: Student Principal Investigator

Name:

Phone #:

Email:

3. PROJECT DESCRIPTION

Briefly (one page or less), please describe (both [a] and [b]:
[a] the nature of the project (what data are being collected and how it will be collected);
[b] how the data will be used;

[c] how the project qualifies for an exemption under the TCPS guidelines, citing the appropriate TCPS 2, 2022. Chapter A. Scope of Research Ethics Review Article, 2.2 - 2.6.

4. ACKNOWLEDGEMENT AND SIGNATURE

I have read the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2, 2022) Chapter 2 A. and provided up-to-date known information involving the project.

THIS PDF FORM WILL LOCK ONCE SIGNED.

1. A copy must be saved before inserting the first signature. This would allow any later editing activity to the form should applicants need.
2. The first signature will lock the form and make any later editing unavailable.
3. Before the first signature, fill all fields on the form, including the fields below.
4. Signatures are inserted using Adobe Sign available on this document. Draw and/or insert a personally drawn signature.
5. Auto-generated signatures are not accepted by the Board. Contact sas@smu.ca to learn about how to draw/insert personal signatures. Personal marks and lock functions serve an important required standard and achieve genuine records for investigators and REBs.

FACULTY SUPERVISOR

Signature of Faculty Supervisor (Type name) Date (dd/mmm/yyyy)

PRINCIPAL INVESTIGATOR

Signature of Choose role (Type name) Date (dd/mmm/yyyy)