**Addendum for Pre-Approved Study Protocol Submissions**

Research Ethics Board



**Principle Investigator Protocol Number (to be assigned) Date**

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**Project Title**

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**Email Phone Number**

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This form is only to be completed if the project being submitted for review has been reviewed by another research ethics board in Canada that follows the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans TCPS-2 (2018) <https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html>

Projects being submitted from outside of Canada or that have been approved by ethics boards that do not follow Canadian Tri-Council Guidelines must complete the full protocol submission form available at <https://www.rrc.ca/numbers/ethics-board/>

Attach the following materials along with this form:

1. The approval certificate from the primary Research Ethics approval board.
2. The completed ethics forms from the primary Research Ethics Board.
3. All Appendixes to the protocol in one file in the order they are mentioned in the initial protocol.
4. Email this form and relevant attachments to [reb@rrc.ca](mailto:reb@rrc.ca)

Please also complete the following questions:

1. Reason for submitting to the RRC Polytech ethics board (select all that apply):

Recruitment of RRC Polytech Students or Staff to the Research Project

Red River College Polytechnic Investigator involved in project

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In my judgement this project involves:

Minimal Risk  More than minimal risk

1. I confirm that all individuals named as co-investigators on the attached protocol are aware they have been listed in this submission to the Red River College Polytechnic ethics board:

Yes  No

1. Are processes specific to RRC Polytech described in your original protocol? (e.g., As applicable, your protocol submitted to your primary research ethics board makes direct reference to how you will go about recruiting participants at Red River College Polytechnic)

Yes  No

If no, as applicable, please describe below processes with this project that involve RRC Polytech staff time or resources.

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1. Is this a student project (e.g., the project will be used as partial fulfillment of degree requirements)?

Yes  No

If yes, please provide the name, affiliation, and email address for your faculty advisor.

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|  | Please confirm the following: I am aware that all research data management practices must comply with privacy legislation.  **Attestation:**   * I have reviewed the protocol contents and confirm that the information provided in this application is complete and correct. * I agree to abide by the ethical guidelines and policies of the REB, including the Tri-Council Policy Statement and the Red River College Polytechnic Policy on the Ethics of Research Involving Humans. * I will ensure the study does not commence until the final certificate of approval has been issued by the REB. * I will ensure the study does not commence until approval has been granted by the appropriate organization, if applicable (i.e. chief and council, school board). * I will ensure that study personnel are qualified, appropriately trained and will adhere to the REB-approved application. * I will notify the REB of any protocol changes and report adverse events/experiences as soon as possible. * I will submit a request for annual approval to the REB prior to the expiry date indicated on the approval certificate. * I will submit a Study Closure Form to the REB when all study activity is completed at the local site.  |  |  |  | | --- | --- | --- | | **Signature of the Principal Researcher:** |  | **Date:** | |  |  |  | | **Signature of Faculty Advisor**  **(for student submissions only)** |  | **Date:** | |  |  |  | |

**Please also review your submission according to this checklist:**

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|  | **Checklist** |
|  | All contact information requested is completed and accurate. |
|  | All questions within the application form contain a response even if the response is “not applicable.” Please do not leave any question blank. |
|  | Appendix documents are alphabetized in the order mentioned within the protocol and will be included in a single MS Word or PDF document. Appendix documents include:   1. All recruitment scripts and materials 2. All study instruments and interview questions 3. All consent forms 4. All supplemental material mentioned within the body of this application. |
|  | Submission of the TCP2 Core Tutorial Certificate of the Principal researcher(s) is included with submission. |
|  | Checklist for informed Consent:  States the individual is being invited to participate in a research project;  Statements reflecting: the research purpose in plain language, the identity of the researcher, the identity of any funders or sponsors, the expected duration and nature of participation, a description of research procedures, and an explanation of the responsibilities of the participant;  A plain language description of all reasonably foreseeable risks and potential benefits that may arise from research participation;  An assurance that prospective participants:   1. are under no obligation to participate and are free to withdraw at any time without prejudice to pre-existing entitlements; 2. will be given, in a timely manner throughout the course of the research project, information that is relevant to their decision to continue or withdraw from participation; 3. will be given information on their right to request the withdrawal of data or human biological materials, including any limitations on the feasibility of that withdrawal;   As applicable, information concerning the possibility of commercialization of research findings, and the presence of any real, potential or perceived conflicts of interest on the part of the researchers, their institutions or the research sponsors;  Statements reflecting how the research will be disseminated and whether participants will be identified directly or indirectly;  The contact information of the research team member assigned to explain scientific or scholarly aspects of the research to participants;  The contact information of the appropriate individual(s) outside the research team whom participants may contact regarding possible ethical issues in the research;  Statements reflecting: what information will be collected about participants and for what purposes; who will have access to information collected about the identity of participants; a description of how confidentiality will be protected; a description of the anticipated uses of data; and, as applicable, information indicating who may have a duty to disclose information collected, and to whom such disclosures could be made;  Information about any payments, including incentives for participants, reimbursement for participation-related expenses and compensation for injury, as applicable;  A statement to the effect that, by consenting, participants have not waived any rights to legal recourse in the event of research-related harm; |
|  | Copy of this checklist. |