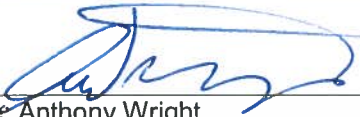
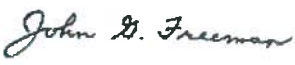
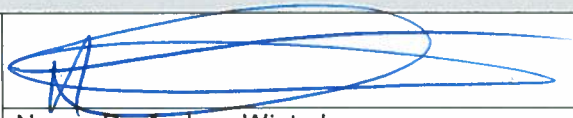


<b>Section 100:</b>	<b>General Administration</b>
<b>Title:</b>	<b>Research Activities Requiring GREB Review</b>
<b>SOP Code:</b>	<b>102.001</b>
<b>Effective Date:</b>	<b>2016FEB08</b>

### Site Approvals

Signature of Responsible Individual:		
Ethics Compliance Advisor		Date FEB 08/2016
	Name: Anthony Wright	
Approval Authority:		
Chair, GREB		Date FEB 08/2016
	Name: Dr. John Freeman	
Approval Authority:		
Director, Research Ethics Compliance		Date 2016FEB08
	Name: Dr. Andrew Winterborn	

## 1.0 PURPOSE

The purpose of this SOP is to describe research activities that require GREB review and research activities that do not.

## 2.0 SCOPE

The scope of this SOP is restricted to the review of the ethical conduct of research involving humans that falls under GREB's oversight. GREB primarily has research ethics oversight over Humanities, Social Sciences, Science, Engineering, and administrative research conducted under the auspice of Queen's University. The scope

of GREB's oversight is limited to those activities defined in the TCPS2 (2014) as "research" involving "human participants."

### **3.0 RESPONSIBILITIES**

All GREB members and GREB office personnel are responsible for ensuring that the requirements of this SOP are met.

### **4.0 DEFINITIONS**

See Glossary of Terms.

### **5.0 PROCEDURES**

All research involving human participants must be reviewed and ethically cleared by a REB. No intervention or interaction with human participants in research, including recruitment and pilot studies, may begin until a REB has reviewed and ethically cleared the research protocol, consent documents, and recruitment materials.

#### **5.1 Research that Requires GREB Review**

5.1.1 The following activities require review and ethical clearance by the GREB before the research commences:

- a) All research activities that fall under the definition of research in the TCPS2 (2014) involving human participants in the humanities, social sciences, sciences, and engineering disciplines and university administration. Research is defined in the TCPS2 (2014) as: "An undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation."

## 5.2 GREB to Decide on Research Exemptions

5.2.1 Some exemptions of ethics review are set out in specific articles in the TCPS2 (2014). However, the GREB has created some additional guidelines to clarify its position on certain articles.

5.2.2 Under TCPS2 (2014), Article 2.1 (Applications) states: "When in doubt about the applicability of this Policy to a particular research project, the researcher shall seek the opinion of the GREB. The GREB makes the final decision on exemption from research ethics review."

## 5.3 Research that is Frequently Exempted from GREB Review

5.3.1 Based on Article 2.2 of the TCPS2 (2014), research that relies exclusively on publicly available information may not require GREB review when:

- a) The information is legally accessible to the public and appropriately protected by law;
- b) The information is publicly accessible, and there is no reasonable expectation of privacy;
- c) However, internet chat rooms and self-help groups with restricted membership access are **not exempt** from ethics review (see Research Involving Digital Data Collection Guidelines at <http://www.queensu.ca/urs/guidelines-greb>).

5.3.2 Based on Article 2.3 of the TCPS2 (2014), GREB review may not be required for research involving the observation of people in public places where:

- a) It does not involve any intervention staged by the researcher, or direct interaction with the individuals or groups;
- b) Individuals or groups targeted for observation have no reasonable expectation of privacy; and

c) Any dissemination of research results does not allow for identification of specific individuals.

5.3.3 Based on Article 2.4 of the TCPS2 (2014), research that relies exclusively on secondary use of anonymous information may not require ethics review so long as the process of data linkage or recording or dissemination of results does not generate identifiable information. Articles 5.5A and 5.5B limit the use of Article 2.4;

#### **5.4 Activities that May not Require GREB Review**

5.4.1 Activities outside the scope of research subject to GREB review may still raise ethical issues that would benefit from careful consideration by GREB or a body capable of providing some independent guidance, other than GREB;

5.4.2 Although some exemptions are described in specific articles of the TCPS2 (2014), GREB has created guidelines to clarify the scope of these exemptions. For example, GREB has developed guidelines for Article 2.5 to clarify GREB's expectations (i.e., Course-Based Research, and Quality Assurance and Quality Improvement (QA/QI) activities. They can be found on GREB's Guidelines webpage at <http://www.queensu.ca/urs/guidelines-greb> .);

5.4.3 Based on Article 2.5 of the TCPS2 (2014), quality assurance and quality improvement (QA/QI) studies, program evaluation activities, performance reviews, and testing within normal educational requirements, when used exclusively for assessment, management, or improvement purposes, do not constitute research for the purposes of this SOP, and may not fall within the scope of GREB review. GREB has developed policies regarding Article 2.5, namely:

a) If an instructor submits a course-based application for a pedagogical research assignment that meets certain criteria,

GREB will authorize the instructor to manage the assignment on GREB's behalf (see Student Course-based Research Assignment Guidelines at <http://www.queensu.ca/urs/sites/webpublish.queensu.ca.urswww/files/files/Student%20Course-Based%20Research%20Assignments.pdf>);

- b) Some QA/QI research activities are exempt from ethics review provided the projects meet the criteria in a decision-making chart (see Quality Assurance/ Quality Improvement Guidelines at <http://www.queensu.ca/urs/sites/webpublish.queensu.ca.urswww/files/files/GREBQAQIGuidelines0322013final.pdf>);

5.4.4 Based on Article 2.6 of the TCPS2 (2014), creative practice activities, in and of themselves, do not require GREB review. However, research that employs creative practice to obtain responses from participants that will be analyzed to answer a research question is subject to GREB review;

## 6.0 REFERENCES

See References.

## 7.0 APPENDICES

None.

## 8.0 REVISION HISTORY

SOP Title	Version	Updates
Research Activities Requiring GREB Review	v.102.001 2016FEB08	Original: This SOP was developed based on information from the TCPS2 (2014) and Queen's University previous documents or policies (using the format of CAREB/N2).