

# Research Ethics Board (REB) Submission Instructions

## For Applications/ Modifications/ Extensions

### 1. Overview

- 1.1 DataNB has a Preliminary Ethics Review Committee<sup>1</sup>(PERC). The UNB REB office requires REB submissions, for Data Access Requests and project evaluations, to be first made through DataNB's PERC.
- 1.2 All REB applications, modifications, and extensions for DataNB projects must be submitted for review by DataNB's PERC.

### 2. How to Submit

- 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 [dar.datanb@unb.ca](mailto:dar.datanb@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 portion of the 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 In the case of project amendments requiring REB Case Modifications and/or REB Case Extensions, at the appropriate time during the amendment process, you will be directed by the Data Access Coordinator to submit the REB modification and/or REB Case Extension and required

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

documentation to DataNB for PERC to be initiated. 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 to the REB, 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. Next Steps

- 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 REB 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 DataNB
  - 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 their decision to the PI via e-mail; Data Services should be cc'd on this e-mail. If [dar.datanb@unb.ca](mailto:dar.datanb@unb.ca) was not cc'd, we ask that the PI forward the approval to the Data Access Coordinator. Upon receipt, the Data Access Coordinator will prepare the Data Access Agreement and follow through to obtain signatures from the UNB Vice President of Research, the PI, and, if required, the PI's Institution.

### 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, L. Gilbert	Content modification	February 2 2024
2.0	A Lavigne	Content Finalized	February 28, 2024

2.1	A Lavigne, C. Hovey	Updated footer and correct versioning	October 22, 2024
2.2	A Lavigne and Carla Hovey	Updated formatting and changed NB-IRDT to DataNB	September 16, 2025
			<b>September 2026</b>