

Research and Ethics Board (REB) Application/Modification/Extension – Instructions for NB-IRDT Submissions –

1. OVERVIEW

- 1.1 NB-IRDT has a Preliminary Ethics Review Committee¹. The UNB REB requires REB submissions to be made through NB-IRDT's PERC.
- 1.2 All REB applications, modifications and extensions for NB-IRDT projects, requesting access to data in custody at NB-IRDT must submit for review by PERC.

2. HOW TO SUBMIT A REB APPLICATION TO PERC

- 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 nb-irdtdar@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 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 Project Amendments requiring REB Case Modifications and REB Case Extensions

¹ Committee terms of reference available by request – email nb-irdtdar@unb.ca

Level 2 and 3 amendments will require an REB modification and/or REB Case Extension. At the appropriate time during the amendment process, you will be directed by the Data Access Coordinators to submit the REB modification and/or REB Case Extension to the NB-IRDT PERC. 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 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. AFTER PERC

- 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 Ethics 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:
 - o A signed recommendation letter from NB-IRDT
 - o PERC Review sign-off
 - o PERC Summary & Final Privacy Review
 - o The REB Application/ Case Modification/Case Extension
 - o A proposal of work, project protocol, or Data Access Request.
 - o 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 the decision, to the PI, via e-mail; Data Services will be cc'd on this e-mail. Upon receipt, the Data Access Coordinator will then prepare the Data Access Agreement and follow through with signatures from the Vice President Research as well as the PI.

4. DOCUMENT VERSION, REVIEW, AND APPROVAL HISTORY

Version	Author	Nature of Change	Date
1.0	A Lavigne, D Curtis Maillet, L Gilbert	Version 1	February 2/2024
1.1/2.0			



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