



## Capilano University Research Ethics Board (REB)

### Application for Exemption from REB Review

All personnel associated with Capilano University engaging in research involving human participants are required to adhere to the applicable guidance provided by the [Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans](#) (TCPS, 2014), regardless of whether their research activities are exempt from REB review.<sup>1</sup>

REB approval is required prior to engaging in 'research' as defined by the TCPS:

“An undertaking intended to **extend knowledge** through a disciplined inquiry and/or systematic investigation. The term ‘disciplined inquiry’ refers to an inquiry that is conducted with the expectation that the method, results, and conclusions will be able to withstand the scrutiny of the relevant research community.”

A determination that research is the **intended purpose** of the undertaking is key for differentiating activities that require ethics review by an REB and those that do not” (TCPS [Article 2.1](#), emphasis added).

Research and scholarly activities explicitly exempted from REB review are identified in [TCPS Articles 2.2-2.6](#).

Except for projects intended solely for pedagogical purposes, very few scholarly projects involving human participants are exempt from REB review.

If you are unsure whether your project requires REB review, please submit this form to [reb@capilanou.ca](mailto:reb@capilanou.ca).

---

<sup>1</sup> See [interpretations on Scope of the Tri-Council Panel on Research Ethics](#).

### 1. Project Title

Click here to enter text.

### 2 Project Personnel

NAME	PROGRAM/DEPT.	EMAIL
<b>Project lead</b>		
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Supervising Faculty (if student/s is/are involved)</b>		
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Other team member/s</b>		
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

### 3. Briefly describe the project, including project methods, data sources, and human participants involved.

Click here to enter text.

### 4. Describe the project purpose. Why is the project being done? What is the project intended to accomplish?

Click here to enter text.

### 5. Describe the products the project is intended to produce (e.g. data, assessment report, MA project, feasibility study, community plan, on-line media, etc.).

Click here to enter text.

### 6. Describe the activities participants would be asked to engage in, if any (surveys, focus group, interviews, etc.).

Click here to enter text.

### 7. In your opinion, does the project fall within the meaning of one or more of the activities exempt from REB review, as described in TCPS Articles 2.2-2.6? If yes, please explain why you think so. See next page of this form for TCPS Articles 2.2-2.6.

Click here to enter text.

Please attach documentation that can assist the REB in making a determination of whether REB review is required (e.g. project proposal, agreement/contract for funding, memorandum of understanding with project sponsors/proponents, etc.)

### **Research Exempt from REB Review**

The TCPS (2014) allows the following exemptions from REB review:

**Article 2.2** - Research that relies exclusively on publicly available information does not require REB review when:

- a. the information is legally accessible to the public and appropriately protected by law; or
- b. the information is publicly accessible and there is no reasonable expectation of privacy.

**Article 2.3** - REB review is not 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 identification of specific individuals.

**Article 2.4** - REB review is not required for research that relies exclusively on secondary use of anonymous information, or anonymous human biological materials, so long as the process of data linkage or recording or dissemination of results does not generate identifiable information.

**Article 2.5** - Quality assurance and quality improvement studies, program evaluation activities, and performance reviews, or testing within normal educational requirements when used exclusively for assessment, management or improvement purposes, do not constitute research for the purposes of this Policy, and do not fall within the scope of REB review.

**Article 2.6** - Creative practice activities, in and of themselves, do not require REB review. However, research that employs creative practice to obtain responses from participants that will be analyzed to answer a research question is subject to REB review.

For more information, see, e.g., [TCPS \(2014\) Chapter 2](#) and [Tri-Council Panel on Research Ethics Interpretations](#)).