

University of Guelph Research Ethics Board

A guide for first-time applicants

This guide will help you prepare for and submit your first REB application. Please note that content has been designed for online viewing. If you are using a printed copy, you can search for any of the hyperlinked resources at the University of Guelph website at www.uoguelph.ca.

1. What to Consider Before you Begin



- What requires REB Review
- Principal Investigator guidelines
- TCPS2 CORE Training

2. Preparing your Application



- Application Type
- Materials
- EthOS Access
- Submitting & Resources

3. What to Expect on the Path to Approval



- Pre-Review Clarification
- Modification Request
- Conditional Approval

4. Additional Tips and Support



- General tips
- Online and in-person support options

What to Consider Before you Begin...



Does my Project Require REB Review?

Generally the TCPS 2 asserts that if research involves human participants or human biological material, REB review is required. However, there are exceptions. Consult the resources below to see if your project requires REB review.

Learn More:

[TCPS2 Chapter 2](#)

[REB FAQ](#)



Do I need to find a Principal Investigator (PI)?

If you are a student (or other non-faculty) researcher, you will require a faculty or senior staff member to act as the PI.

Faculty includes Associate, Adjunct or Assistant Professors.

Senior staff members should be one of the most senior individual in their department/area.

Course instructors that do not meet the “Faculty” description can be the PI for a study that only covers student work for that course.



Has CORE Training been completed?

All non-faculty U of G researchers are required to complete the CORE tutorial. While this is not a requirement for Faculty it is highly recommended.

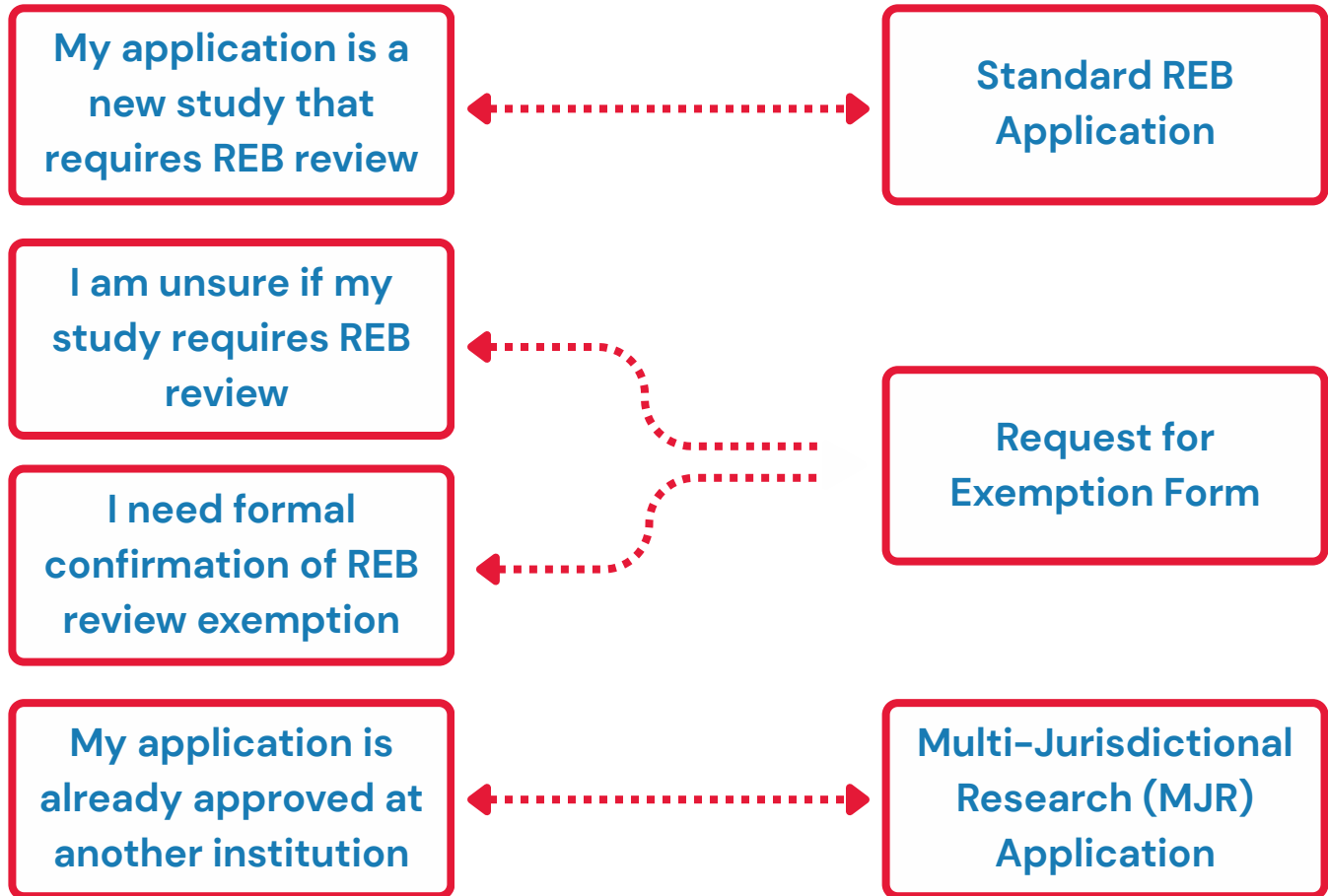
Learn More:

[CORE Tutorial](#)

Preparing your Application



Step 1- Confirm your Application Type



Step 2- Prepare your Material

Completing the application form is much easier if you're prepared. Check out the pre-submission checklist below for a summary of what you need before starting your application in EthOS.

Note that your exact checklist may differ depending on the nature and type of your study.



Need guidance on best practices and study procedures?

Visit the [REB FAQ](#) or check out the "[Need Help?](#)" section of this guide for support resources.

Your Pre-submission Checklist

- ☐ Research objectives and/or hypotheses are clearly stated
- ☐ Research purpose/rationale is clear
- ☐ Research steps from recruitment to data collection are clear
- ☐ Recruitment method(s) are established (if applicable)
- ☐ Data collection method(s) are established (if applicable)
- ☐ Any conflicts of interest (COIs) – real or perceived – are considered, disclosed and mitigated
- ☐ Participant group(s) and eligibility criteria are defined
- ☐ All risks have been considered for each participant group
 - ☐ Risks include physical, psychological, emotional etc.
 - ☐ Risks are detailed and mitigation plan prepared
- ☐ Data storage, retention and/or transfer plans are clear
- ☐ Method(s) of consent are established (if applicable)
- ☐ All supplementary material has been created, can include:
 - ☐ Recruitment emails, flyers, scripts, etc.
 - ☐ Consent form(s) and Letter of Information(s)
 - ☐ Data collections instruments (e.g., interview guides)
 - ☐ REB-approved Standard Operating Procedures



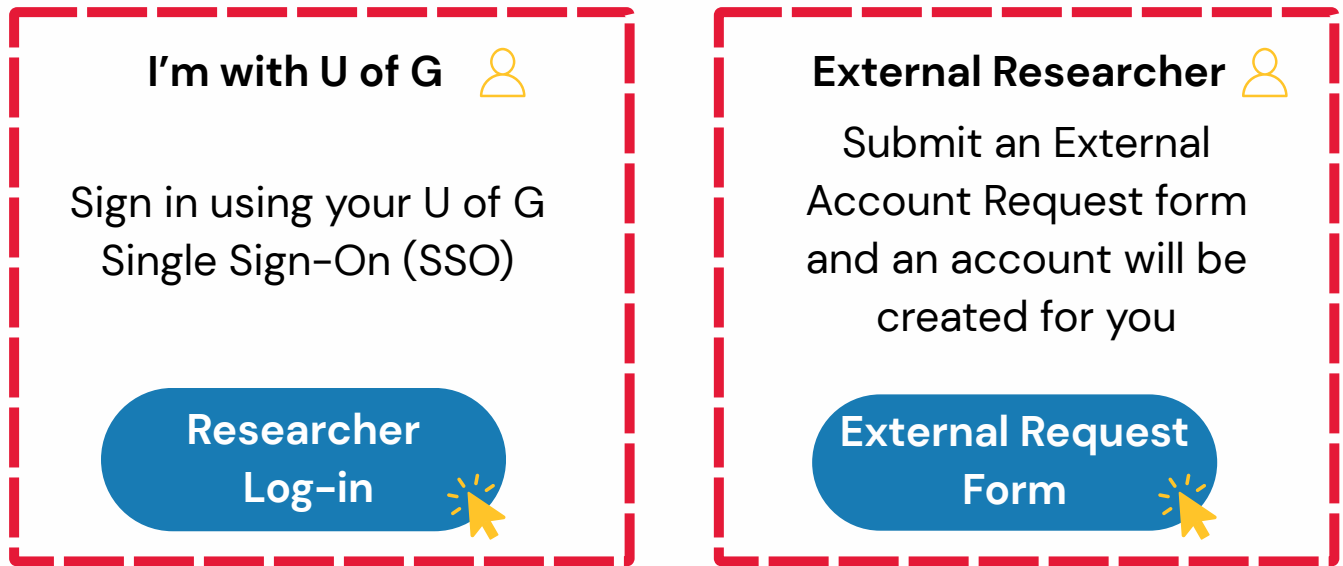
Need help with consent procedures?

Visit the [Obtaining Consent](#) webpage for guidance and templates



Step 3- Access EthOS

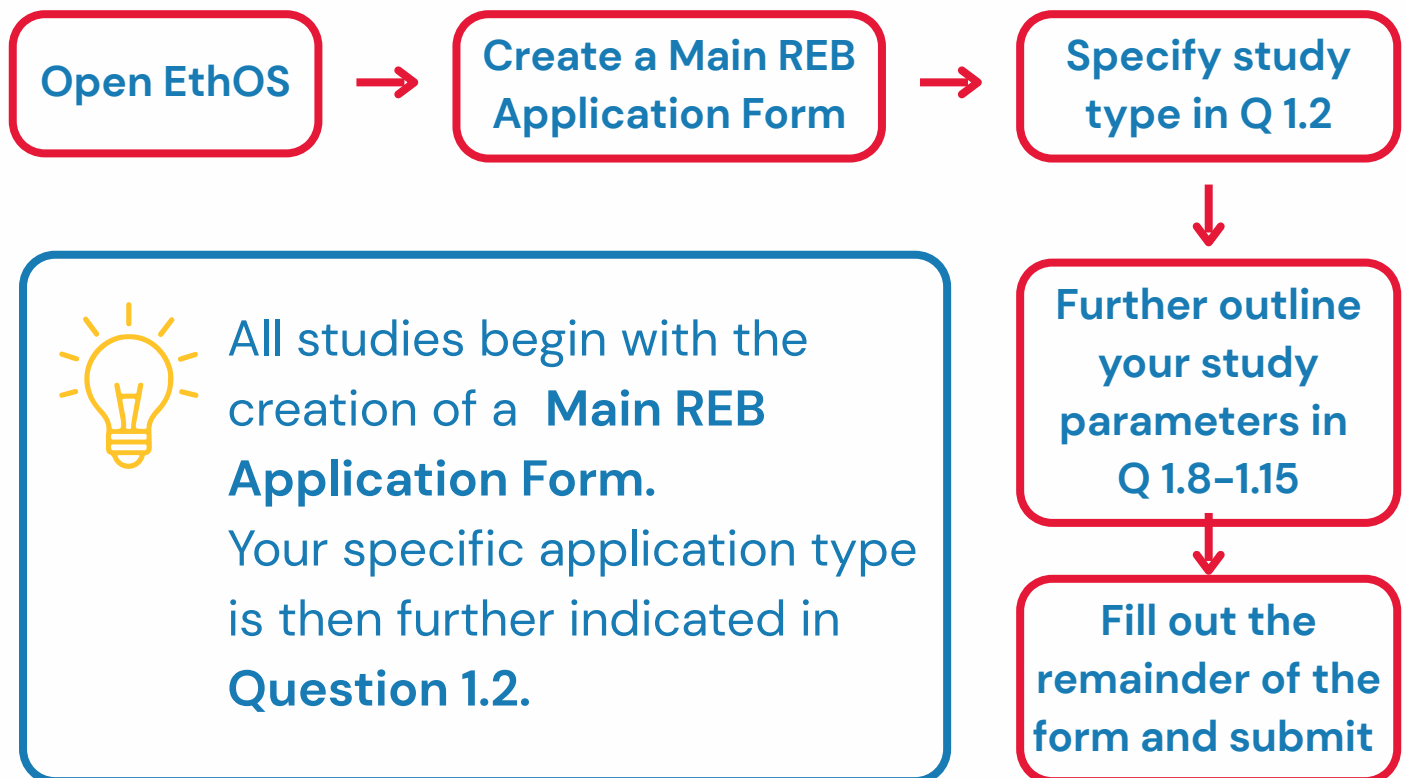
The Research Ethics Online System (EthOS) is where you'll create, submit and manage your applications.



External Researchers will be contacted with log-in credentials and instructions after submitting the external account request form.



Step 4- Create and Submit in EthOS



Using EthOS for the first time?

Where to find all EthOS instructions and news?



The EthOS Hub

uoguel.ph/ethos

Need an introduction?



Basic Navigation



Getting Started

Need itemized instructions for the Main REB Application Form?



Main Form Applications

Want to share your application with your research team?



Sharing Forms

Do you need help ensuring the form is signed properly?



Signature Requests



Signing and Requesting Signatures

How to respond (make revisions) to feedback and re-submit?



Modification Requests

This is not an exhaustive list!

Visit the [Applicant User Materials](#) on the EthOS Hub for more!

uoguel.ph/ethos

What to Expect on the Path to Approval

Timeline

Current estimated turnaround time for **initial review** is 8–10 weeks. Exact timelines will vary depending on the degree of risk, how quickly you can respond to any feedback, and if your protocol requires Full Board review. For more information see REB [Approval Process](#).

Different Kinds of Feedback

You will receive an email each time a review of your submission is complete. Depending on the review, you may receive different types of feedback, each with a different purpose and next step. **How quickly your application moves toward approval depends in part on you.** When feedback requires a response, the process pauses until you take action. Responding promptly helps keep your application moving.

Pre-review Clarification (PRC)

Based on a preliminary review it is determined that your application needs clarification or changes **before it can be considered a complete submission**. Address the comments and resubmit as soon as possible. No further review of your application will occur until the comments are addressed.

Modification Request

The REB has reviewed your application in full and identified changes that must be addressed before further review/approval. Review each comment, make only the requested revisions, and resubmit your application.

Conditional Approval

Your application is approved conditionally, with minor feedback that must be addressed before formal approval. Address the feedback and resubmit within 2 weeks to receive full approval.

Additional Tips and Support

General Tips

- **Plan ahead:** The Ethics Office is rarely able to expedite reviews. Plan ahead and submit your study far before data collection needs to start.
- **Bookmark the EthOS Hub:** It's your portal for EthOS system access and all training resources, and also links back to the Research Ethics Office home page for additional information and guidance.
- **Pay close attention to the *Nature of Project* section in the form:** Answer the questions in this section carefully as your responses determine the form configuration for your study.
- **Tracked documents:** To avoid delays, don't forget to provide tracked documents (a version that shows what edits were made) when responding to feedback. See our new [Uploading Documents tip sheet](#).

Need Help? Let Us Know!



Research Ethics Questions

For questions about best practices, a specific protocol or the review process:

Contact: Research Ethics Office | REB@uoguelph.ca, or

Attend: Weekly remote [Human Ethics Q&A sessions](#)



Talk it through

For multiple or more in-depth questions about ethical research practices or your specific protocol scenarios:

[Book a one on one meeting](#) with an Ethics Office Coordinator



Technical Support

For user experience issues or question about EthOS:

Contact: RAIMSSsupport@uoguelph.ca