RESEARCH ETHICS REVIEW COMMITTEE
TIPS / INSTRUCTIONS TO APPLICANT

Please read the following prior to filling in the form/submitting an application to gain a general understanding of how the process works and its contours.

RERC Aims
1. To protect human research participants from harm.
2. To support applicants to do their research ethically, with minimal interference.

Corridors of communication
1. Formal correspondence flows through both the RERC secretary and Chair, who distribute to the committee. Formal correspondence should be written in word documents to facilitate proper document management and process. Emails should not include substantive issues /content.
2. Applicants should include all salient information or academic sources in their original submission. Accuracy in meeting TCPS is primarily the applicant's responsibility. RERC is meant to be a check that this has been done but it is your professional obligation to follow ethics practices.
3. All procedural queries must be directed to both the RERC secretary and Chair before submission, or for clarification on a response letter. Applicants should not circumvent the process by discussing the status of their application with other members of the committee, the Dean or Associate Dean who have particular, constitutionally-mandated roles to play in regards to ethics, ethics appeals, and grants and so should not be lobbied or consulted by applicants.

Guidelines for Application Process
1. See RERC *Application Process Flowchart* for a visual representation of the application process detailed below.
2. Applicants submit their original version of the Ethics Protocol to RERC for review.
3. At this stage, the application will either be accepted in full, or the applicant will receive a letter outlining recommended changes.
4. If the applicant agrees with the recommendations in full, they can resubmit a second version of their protocol, showing all changes highlighted in grey-shaded in the document.
5. If the applicant disagrees with any of the recommendations, they can submit a clear written statement of arguments and supporting academic sources to RERC. Do not resubmit your protocol at this stage.
6. RERC will now either accept your arguments in full and approve your original protocol, or reject all of your arguments, in which case you are entitled to: a) comply with the original letter by resubmitting your application highlighting the changes; b) withdraw altogether; or c) request an appeal. The third possibility is that RERC accepts some of your arguments and not others; here we will send you a letter outlining our recommendations. At this point, the applicant can: a) accept the recommendations and resubmit the protocol highlighting changes in grey-shaded; b) withdraw; or c) go to appeals (see Policy & Procedures: Section 5, #15. c. / 5.13 c).