



# THE UNIVERSITY OF WINNIPEG

<b>UW-UHREB 5.001</b>	<b>Responsibilities of Researchers</b>
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<b>Approving Body</b>	
<b>Responsible Officer</b>	Vice-President, Research and Innovation

## 1. PURPOSE

This procedure describes the responsibilities of Researchers who engage in research involving human participants.

## 2. GENERAL POLICY STATEMENT

Researchers are required to conduct research in compliance with applicable policies and guidelines, and to comply with all UHREB requirements.

## 3. RESPONSIBILITY

All researchers, UHREB members, Faculty Supervisors, and REB Office Personnel are responsible for ensuring that the requirements in this document are met.

## 4. SPECIFIC POLICIES AND PROCEDURES

Researchers are responsible for complying with the decisions, responsibilities, and requirements set out by the UHREB, and ensuring the following (if applicable):

- 4.1 Researchers should familiarize themselves with the latest version of the TCPS and any other applicable professional (discipline-based) ethics guidelines that are relevant to the proposed research.
- 4.2 Researchers MUST complete the TCPS CORE tutorial ([https://ethics.gc.ca/eng/education\\_tutorial-didacticiel.html](https://ethics.gc.ca/eng/education_tutorial-didacticiel.html)). A copy of the certification of the completed CORE tutorial must be appended to applications submitted to the UHREB. Researchers should ensure that all research personnel are appropriately qualified by education, training and experience to assume responsibility

for the proper conduct of the research and for the protection of human research participants.

- 4.3 Researchers should ensure they have adequate resources to properly conduct the research and conduct the research following acceptable practices.
- 4.4 Researchers must consider and resolve satisfactorily any ethical issues raised by the project they plan to undertake, consulting (as appropriate) with colleagues, instructors, and the UHREB.
- 4.5 Researchers are not authorized to undertake any research activities involving human participants in projects requiring review without obtaining the necessary UHREB approval. The UHREB will not provide retroactive ethics clearance.
- 4.6 Researchers must ensure that proposals submitted for review are complete, describe all aspects of the project relevant to ethics review, and all necessary documentation should be signed by the responsible Researcher. Informed Consent should follow *Guidance Document 5*.
- 4.7 Researchers must disclose in their proposals any real, potential or perceived conflicts of interest regarding their relationship with potential participants or regarding the potential uses of the research findings at the time of application, and as they arise.
- 4.8 Researchers must personally conduct or supervise the research in accordance with the contents of their approved proposals, and report any deviations, premature suspension or termination of the research, unanticipated adverse events and privacy breaches to UHREB without delay.
- 4.9 Researchers must comply with all undertakings, reporting procedures, and monitoring procedures that form conditions of project approval. Changes in the approved research should not generally be undertaken without REB review and approval. In the case where a change is necessary to eliminate an immediate hazard to the participant(s), Researchers should advise UHREB at the first opportunity. If the change is minor and does not have ethical implications, nor impact the level of risk to participants, Researchers can advise details at the time of the annual status report.
- 4.10 Researchers must provide an annual written update of the research, or more frequently if required by the UHREB.
- 4.11 UHREB must be notified if there are any unexpected findings that impact the risk/benefit ratio of the research, a change in the Researcher or research team, and when the research was been completed.
- 4.12 ***With respect to any graduate student research***, Faculty Supervisors must ensure that:
  - 4.12.1 proposals prepared by advisees are reviewed and recommended to the UHREB by the faculty supervisor using the Graduate Student Supervisor Ethics Review form;
  - 4.12.2 graduate students under their supervision are aware of the applicable ethics policies, and graduate student projects have received the necessary ethics approval before commencing any research activities; and
  - 4.12.3 all ethical undertakings made in the proposal are honoured in the conduct of the approved project, both by themselves and by persons under their supervision

(including, but not limited to, protocol deviations, adverse events, and final reporting).