



**March 10, 2016**

**iSchool Guidelines on Submission of Applications for Ethics Approval**

**Faculty, Status-Only Appointees, and Post-Doctoral Fellows:**

A completed application for Ethics Approval should be sent to the Research Funding Coordinator (RFC) (at [ethics.ischool@utoronto.ca](mailto:ethics.ischool@utoronto.ca)) no less than TEN working days before it needs to be submitted to the relevant Research Ethics Board (REB). It will be reviewed and delivered to the Associate Dean of Research (ADR) for review and signature and sent to the REB. The signed copy will be kept in the Faculty's record of Ethics Applications.

Early submission should give sufficient time for review by the ADR, time for her to seek clarifications (if necessary), and to ensure that the forms reach the relevant REB.

For detailed information and instructions see: <http://www.research.utoronto.ca/faculty-and-staff/research-ethics-and-protections/>.

Please submit the protocol as a Word document, with file name: your last name\_ethics\_date. Make sure that the protocol and additional material (research instruments, consent forms, etc.) are submitted as one compiled document.

**Doctoral Students:**

Where the Ethics Approval is for research associated with a doctoral dissertation the request for Ethics Approval should be first approved by the supervisor and then the supervisor should forward the approved and signed application to the ADR no less than TEN working days before it needs to be submitted to the REB for review and approval. After the ADR has signed off she will submit the documents to the relevant REB via email, ensuring that the RFC (at [ethics.ischool@utoronto.ca](mailto:ethics.ischool@utoronto.ca)) is copied on the message. The RFC will save a copy of the application in the Faculty's records of Ethic Applications.

For detailed information and instructions see: <http://www.research.utoronto.ca/faculty-and-staff/research-ethics-and-protections/>.

Please submit the protocol as a Word document, with file name: your last name\_ethics\_date. Make sure that the protocol and additional material (research instruments, consent forms, etc.) are submitted as one compiled document.

**MI Students:**

Where the ethics approval is for research associated with an MI master's thesis the request for Ethics approval should be first reviewed and approved by the supervisor and then the supervisor should forward the approved and signed application to the ADR for review and approval no less than TEN working days before it needs to be submitted to the REB. After the ADR has signed off

she will submit the documents to the relevant REB via email, ensuring that the RFC (at [ethics.ischool@utoronto.ca](mailto:ethics.ischool@utoronto.ca)) is copied on the message. The RFC will save a copy of the application in the Faculty's records of Ethics Applications.

**MI Courses and MI Reading Courses:**

Where the ethics approval is for research associated with an MI master's reading course, or for course-based ethics (if needed), the request for Ethics approval should be first reviewed and approved by the supervisor and/or course instructor, and then the supervisor and/or course instructor should forward the approved and signed application to the ADR for review and approval no less than TEN working days before it needs to be submitted to the REB.

For detailed information and instructions see: <http://www.research.utoronto.ca/faculty-and-staff/research-ethics-and-protections/>.

Please submit the protocol as a Word document, with file name: your last name\_ethics\_date. Make sure that the protocol and additional material (research instruments, consent forms, etc.) are submitted as one compiled document.

**MMSt Students:**

Where the ethics approval is for research associated with an MMSt master's thesis the request for Ethics approval should be first reviewed and approved by the supervisor and then the supervisor should forward the approved and signed application to the ADR for review and approval no less than TEN working days before it needs to be submitted to the REB. After the ADR has signed off she will submit the documents to the relevant REB via email, ensuring that the RFC (at [ethics.ischool@utoronto.ca](mailto:ethics.ischool@utoronto.ca)) is copied on the message. The RFC will save a copy of the application in the Faculty's records of Ethics Applications.

**MMSt Courses and MMSt Reading Courses:**

Where the ethics approval is for research associated with an MMSt reading course, or for course-based ethics (if needed), the request for Ethics approval should be first reviewed and approved by the supervisor and/or course instructor, and then the supervisor and/or course instructor should forward the approved and signed application to the ADR for review and approval no less than TEN working days before it needs to be submitted to the REB.

For detailed information and instructions see: <http://www.research.utoronto.ca/faculty-and-staff/research-ethics-and-protections/>.

Please submit the protocol as a Word document, with file name: your last name\_ethics\_date. Make sure that the protocol and additional material (research instruments, consent forms, etc.) are submitted as one compiled document.