

## Research Ethics Board Instructions for Investigators

Before submitting a proposal for review, please read the following instructions carefully and contact the Research Ethics Board Coordinator ([REB@surreyplace.ca](mailto:REB@surreyplace.ca)) with any further questions.

Please note that all proposals must include a Surrey Place staff member as an investigator or sponsor. Project teams that do not have a Surrey Place employee as an investigator will need to secure a sponsor who is an employee of Surrey Place. The role of the sponsor is to support the project within Surrey Place, e.g., liaise with managers and staff, support recruitment, etc. The sponsor is also responsible for the ethical conduct of the project within Surrey Place.

### Instructions

- Please download all required and relevant forms. The “SURREY PLACE Application for Studies” form must be completed and submitted with your proposal.
- Before a proposal is submitted to the REB, the Surrey Place investigator(s) or sponsor must complete the Research Planning Form and have their Director or Manager sign it. The purpose of this form is to a) get approval for the time and resources required to support the research, b) ensure other Directors whose programs may be directly affected by the research (e.g., through recruitment of program clients) are aware of the research and c) to assist in planning recruitment. Note, Directors carrying out or sponsoring a project within their own program do not have to complete the Research Planning Form.
- Determine if your study meets the criteria for delegated review (see criteria posted on website).
- Read and complete the checklist on the first page of the SURREY PLACE Application for Studies form, making sure to indicate if you are requesting delegated review. This checklist needs to be completed in order for the REB to review your proposal.
- The SURREY PLACE Research Ethics Board Committee is interested in your general study; however, we are most interested in understanding how your research will operate within Surrey Place. In your application, please pay specific attention to how SURREY PLACE staff and resources will be involved in your project and how you plan on recruiting participants from SURREY PLACE.
- Please read over the document titled “Guidelines for Consent to Participate in Research”. This document outlines specific information that the REB requires in consent forms when recruiting from SURREY PLACE.