



## Research Ethics Board Research Planning Form

Submitted by: \_\_\_\_\_ Date (dd/mm/yy): \_\_\_\_\_

Surrey Place supports employee involvement in research and program evaluation projects that will benefit persons with developmental disabilities and/or autism spectrum disorder and their families. It is recognized that there is an associated cost to the organization in terms of staff time and other resources.

This process has been implemented to assist you and your co-investigators to determine the appropriate resources and timelines required to bring your project to a successful conclusion. The purpose of this form is to a) get approval for the time and resources required to support the research, b) ensure all directors including your own whose programs will 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.

This form must be discussed with your direct manager. Your direct manager and program director (sometimes this is the same person) must approve of the project before it is submitted to the Research Ethics Board.

**Note: Directors carrying out or sponsoring a project within their own program do not have to complete the research planning form.**

Please refer to the following SP Policies and Procedures when completing this form:

**6.60** Employees Engaging in Research

**6.70** Governing Conflict of Interest in Research

### PROJECT DETAILS:

Purpose and Objectives:

Proposed Methodology:

Recruitment Procedure:

*(Please include a list of SPC programs that participants will be recruited from, staff involved in recruitment, and a description of what they will be asked to do):*

Where recruitment is taking place in multiple programs, have all the directors of those programs been informed of the procedures and given permission?

Yes       No

### PROJECT TIMELINE:



**Research Ethics Board  
Research Planning Form**

*(Please complete with applicable information (dd/mm/yy). It is understood that dates may change due to approvals, staffing and recruitment).*

Deadline for proposal to be submitted: \_\_\_\_\_

REB Submission Date: \_\_\_\_\_

Project start date: \_\_\_\_\_

Estimated length of project: \_\_\_\_\_

**CONFLICT OF INTEREST** (see SPC Policy **6.70**):

State potential conflicts of interest that may arise:

**RESOURCES REQUIRED:**

Sources of outside funding (if applicable):

Minimum/Maximum amount that may be awarded:

If applicable provide the Surrey Place Centre Budget Code:

Please describe the supports that will be needed from human resources and/or the finance departments to support the project (e.g., hiring, managing of contracts, or funds transfers with outside agencies):

Proposed use of SPC resources (Your Supervisor will be able to assist you in calculating costs):

<b>Key SPC Personnel:</b> including principal investigator, collaborators, SPC staff (or professions) who are not part of the research team and external partners	<b>Role</b> (i.e., <i>Principal Investigator; Co-PI or contribute by discipline</i> ) also include administrative assistance required	<b>Estimated days per week spent on the project</b>	
<b>Equipment</b> (itemize):			
<b>Supplies</b> (itemize):			
<b>Other expenses</b> (itemize):			

Program Director approves of research (only needed if manager is not also the Program Director)

Manager/Director Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Manager/Director Name)

\_\_\_\_\_  
(Manager/Director Signature)

I have read the SPC policies related to 'Employees Engaging in Research' (6.60) and 'Governing Conflict of Interest in Research' (6.70) and have adhered to the procedures outlined.

\_\_\_\_\_  
(Principal Investigator's Signature)

Please submit completed and signed forms to the REB Coordinator: [reb@surreyplace.ca](mailto:reb@surreyplace.ca)