

## Surrey Place Research Ethics Board Information and Instructions for Investigators

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

Please note that proposals must include a Surrey Place (SP) 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 the Surrey Place.

Upon submission, your proposal will be screened for level of risk. Projects posing minimal risk will be assigned to delegated review by a small sub-committee of the REB. Projects that exceed minimal risk will be reviewed by the full board. Full board meeting dates and submission deadlines can be found at this link <https://www.surreyplace.ca/research/research-ethics/reb-meetings-proposal-submission-deadlines/>

### Instructions for Submission

- Download and complete the Surrey Place Application for Studies
- Download and complete the Research Planning Form and have the Director or Manager of the Surrey Place investigator(s) or sponsor 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 clients, are aware of the research and c) to assist in planning recruitment.
  - **Directors carrying out or sponsoring projects within their own program do not have to complete the research planning form.**
- Be sure to complete the checklist on the first page of the SP Application for Studies form
- The SP 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 Centre. **In your application, please pay specific attention to and provide details on how SPC staff and resources will be involved in your project and how you plan on recruiting participants from SPC.**
- 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 SPC
- Submit all relevant documents to [REB@surreyplace.ca](mailto:REB@surreyplace.ca)