	COLLEGE OF THE NORTH ATLANTIC OPERATIONAL PROCEDURE

TOPIC: ETHICS REVIEW FOR RESEARCH INVOLVING HUMANS			
Procedure No.	AC-113-PR	**Division**	Academics and Applied Research
Supersedes	N/A	**Board Policy Ref.**	N/A
Related Policy	AC-113	**Effective Date**	September 5, 2023 (R3)

1.0 DEFINITIONS

CNA — College of the North Atlantic

CNA Community — A member of the CNA Community under this policy includes, but is not limited to:

- Affiliates: any individual working in collaboration with CNA for a business or academic purpose or an external community member, including all CNA graduates and alumni;

- CNA Board of Governors: individuals forming the governing body of CNA;

- Contractors: any individual or company (and its employees) who provides services to CNA under a service contract (i.e., a non-employee-employer relationship) or within a CNA facility;

- Employees: any individual who is currently employed by CNA or provides services to CNA under an employment contract. This includes all employees, regardless of status, as well as current

employees who are on a leave of absence (paid/unpaid);

- Students: any individual registered in CNA programs or otherwise participating in CNA courses, programs, events and activities. This includes prospective students and recently accepted student applicants; and

- Volunteers: any individual performing work for CNA in an unpaid capacity.

Research   An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.

2.0   REQUIREMENT FOR ETHICS REVIEW

2.1   Any research proposals that involve the use of humans require an ethics review as outlined in the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022)](#) (TCPS 2). Appropriate regulations and safeguards are deemed necessary to deal with the potential ethical implications of research involving humans.

Any researcher proposing to conduct research involving humans that is undertaken by or conducted on members of the CNA community, irrespective of the source of financial support (if any) and irrespective of the location of the research project, shall submit their research proposals to CNA's Office of Applied Research and Innovation (OARI).

Office of Applied Research and Innovation

College of the North Atlantic
1 Prince Philip Drive P.O. Box 1693
St. John's, NL A1C 5P7
Administrative Officer: 709-758-7474
Email: ar@cna.nl.ca

Research proposals will include:

- a concise description of the research being considered,
- data being collected, and
- the methods being used to collect the data.

The research proposals shall also include a statement to the effect that all data will be collected, used, and stored pursuant to the provisions of the *Access to Information and Protection of Privacy Act, 2015*, that data which identifies an individual will not be published or otherwise disclosed (except in accordance with that Act) and that all human participants will be fully informed by the researcher as to the methods and aims of the research and consents to participation in the research.

CNA addresses the need for an ethics review through a partnership with one of Memorial University's research ethics boards - the Interdisciplinary Committee on Ethics in Human Research (ICEHR). The ICEHR assesses research proposals involving humans, in accordance with TCPS 2, to ensure the research proposal is of a standard acceptable to all concerned, including the human participants, the granting agencies and the regulatory bodies.

3.0 RESEARCH PROPOSAL PROCESS

3.1   The OARI will maintain an electronic copy of any submitted research proposal in a confidential database. The status of each research proposal will be tracked by the OARI until a final recommendation is made to the Vice President, Academics and Applied Research to either approve or reject.

3.2   All submitted research proposals will be reviewed by the OARI within twenty (20) working days to determine whether the research proposal is within the intended scope of the policy.

     3.2.1   If the research proposal is within the scope of the policy (i.e., requires REB review), and has a REB approval in accordance with TCPS 2, the OARI will complete its review and provide its recommendation to the Vice President, Academics and Applied Research.

     3.2.2   If the research proposal is within the scope of the policy (i.e., requires REB review) but does not have an REB approval in accordance with TCPS 2, the OARI will direct the researchers to seek an ethics review through a REB such as Memorial University's ICEHR prior to completing its review. The research proposal will be considered incomplete until the REB approval is provided. Research proposals remaining incomplete after three (3) months may be rejected if proof of progress is not provided.

     3.2.3   If the research proposal is not within the scope of the policy (does not require REB review), the OARI will inform the

researchers accordingly and/or the research proposal may be referred to a more appropriate body (e.g., Institutional Research).

3.3   OARI's review of submitted research proposals may include consultation with internal or external subject matter experts or CNA's Office of Institutional Research (IR) where research proposals include surveys that seek to collect information or data from a broad sampling or census of the CNA community. If OARI determines that a research proposal is not within the scope of the policy (does not require REB review), it may refer the research proposal to the IR or another body as appropriate.

3.4   Proposals rejected by the OARI will include a rationale for the decision. It should be noted that provision of the required information, including approval from a REB, may not ensure an approval recommendation to Vice President, Academics and Applied Research. There are many logistical and pragmatic issues that must be considered in the review of any research proposal.

Researchers may make appeals to the OARI within fifteen (15) working days of any rejection notification. Decisions made on appeals by the OARI are final.

4.0   REB PROCESS

4.1   Research proposals lacking an ethics approval will be provided with access to the Memorial University Researcher Portal for submission to ICEHR. Researchers, internal or external to the CNA organization, must provide a copy of their certificate upon completion of the TCPS 2: CORE-2022 (Course on Research Ethics) prior to submitting any proposal to the ICEHR for review.

4.3   Verification of ethics approval by the ICEHR must be submitted to the OARI prior to commencement of any research project. Proposals not receiving ethical approval by the ICEHR may make an appeal, as appropriate, through Memorial University's Procedure to Appeal a Research Ethics Board Decision.

4.4   It is the responsibility of the researcher to inform the OARI of any changes to the status of any research proposal as communicated by the ICEHR (e.g., approval, rejection, suspension, extension, termination and/or completion of the research project) or any communication from researchers to ICEHR (e.g., amendments).

5.0   INTERPRETATION OF POLICY AND PROCEDURE

Questions of interpretation or application of the policy or its associated procedure shall be referred to the OARI, who may then refer the matter to the Vice President, Academics and Applied Research. Decisions on matters of interpretation and application by the Vice President, Academics and Applied Research, are final.

Approval History	
Approved by President	May 13, 2008
Revision 1	December 22, 2008
Revision 2	November 4, 2016
Revision 3	September 5, 2023