



### Ethics Info Sheet 3, Review Processes and Reporting Requirements

	Types of Research requiring ethics review	Reviewing Body	Review Method	Researcher Requirement	Student requirement (**where applicable)	Reporting Requirement***
<b>MINIMAL RISK</b>	Funded research	HPRC	HPRC reviews protocol	submission of protocol	----	Annual report to senate by the ORS Manager of Research Ethics
	Faculty research (includes all funded and non-funded research)	HPRC	HPRC reviews protocol	submission of protocol	----	Annual report to senate by the ORS Manager of Research Ethics
	<b>Non Funded Student Research</b>					
	<b>Undergraduate</b>					
	1. course related research - generic	Dept committee*	Dept committee reviews generic course protocol*	Submission of protocol by Instructor	Signing and submission of Student Declaration form	Course director reports to Associate Dean who, in turn, reports to HPRC***
	2. course related research - individualized	Dept committee*	Dept committee reviews student protocol*	Submission of protocol by Student	Signing of Protocol; retention of Informed consent docs	Course director reports to Associate Dean who, in turn, reports to HPRC***
	3. directed research and honours theses	Dept committee*	Dept committee reviews student protocol*	Submission of protocol by Student	Signing of Protocol; retention of Informed consent docs	Course director reports to Associate Dean who, in turn, reports to HPRC***
	<b>Graduate</b>					
	1. course related research and MRPs	Dept committee*	Dept committee reviews student protocol*	Submission of protocol by student	Signing of Protocol; retention of Informed consent docs	summary report to HPRC
	2. Theses and dissertations	HPRC**	HPRC-FGS committee reviews protocol**	Submission of protocol by student	Signing of Protocol; retention of Informed consent docs	summary report to HPRC

\* Each department/unit decides which of its existing committee will play this role.

\*\*Graduate theses and dissertations are reviewed by a subcommittee of the HPRC comprised of the Chair or Vice-Chair of the HPRC and an Associate Dean, FGS

\*\*\* The Glendon Director of Research is responsible for reporting to the HPRC on annual basis. A summary report concerning the ethics review of undergraduate research is required each July 31st.

The HPRC in turn reports to the Senate on all university research activities involving human participants