

## Procedure for applying to ethics at Prairie Mountain Health

Note: These steps **DO NOT** replace the policy that can be found on the BU Health Studies website under Faculty Research Resources. Please review the policy first.

1. The researcher should let the Research Facilitator know when a project has been submitted to PMH for ethical approval. The Research Facilitator can take the role of determining the progress of all applications, rather than having several different researchers contacting Dr. Penner at the same time.
2. There is no formal application. The researcher will need to send the proposal AND the ethics application to Charles Penner ([Charles.Penner@umanitoba.ca](mailto:Charles.Penner@umanitoba.ca)) with a cover letter.
  - a. The proposal should include: statement of the research problem/purpose/objectives; summary of the literature; conceptual framework (if applicable); methods: design, sample, setting, measurement, procedure, time frame; data analysis plan; ethical considerations; dissemination plan; team member(s) relevant research experience and contributions; significance for nursing and/or health research; and, appendices such as copies of data collection forms and consent forms.
  - b. The ethics application can be submitted simultaneously to BU ethics and to Dr. Penner OR the researcher can wait until receiving the Ethics certificate from BU. If Dr. Penner receives a simultaneous application, he will begin the ground work such as speaking to the applicable unit personnel.
3. Once Dr. Penner has received the proposal/ethics application, he will liaise with the appropriate PMH department personnel, present the idea and determine their willingness to be a part of the project.
4. When the researcher has received their ethics certificate, a copy should be provided to Dr. Penner, who will then forward it to the Ethics Committee along with the proposal and the ethics application. The ethics committee meets every ????
5. Once the ethics approval has occurred, the ethics committee will provide a letter for the researcher to Dr. Penner.
6. Dr. Penner will submit the project to the Executive Management Team (EMT) for approval.
7. Once EMT has granted approval, Dr. Penner will forward the ethics approval letter and a letter from him, indicating the researcher may begin the project. The time frame should be a turnaround of about 6 weeks; however, there may be delays in the process.