

## Did you know...

Continuing research ethics review is a requirement of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2-2018)* and an approved ethics submission is subject to ongoing monitoring throughout the life of the project. An Ethics Certificate, approved by the *Brandon University Research Ethics Committee (BUREC)*, is valid for five (5) years with the minimum continuing research ethics review requirement of an Annual Progress Report, and a Final Report at the conclusion of the project.

### Annual Reports:

Annual Reports are to be submitted to BUREC within one month of the anniversary of the approval date. The faculty supervisor is responsible for ensuring that student Principal Investigators submit Annual Progress Reports as outlined above.

### Final Reports:

Final Reports are to be submitted to BUREC upon completion or termination of an approved ethics submission and when ethics approval is no longer required. Reports are to be submitted within one month of completion/termination. Students must remember to submit their reports prior to leaving the University. The faculty supervisor is responsible for ensuring that student Principal Investigators submit a Final Report as outlined above. For more information about the endpoint for an ethics certificate, please see the *BUREC Standard Operating Procedure: Endpoint for an Ethics Certificate and Reporting Requirements*.

### Ethics Certificate Extension:

Projects continuing beyond five years will require a new ethics application prior to the certificate expiration and are subject to current policy/procedures. Extensions for ethics certification may be considered by BUREC on a case-by-case basis, with appropriate justification provided by the researcher, and under the following conditions:

- a) the research is continuing as outlined in the approved application, with no new amendments; and
- b) there have been no revisions to the TCPS since the application was approved that would have impact on the research being conducted.

### Compliance:

The BUREC will endeavour to send a reminder prior to the due date of the next Annual Progress Report; however, this is not always possible. As per the *Brandon University Research Ethics Committee (BUREC) Policies and Procedures*, researchers are responsible for submitting Annual

## Continuing Research Ethics Review, Reports, Extensions, and Compliance

Progress Reports and a Final Report at the conclusion of the project to maintain ethics certification. Failure to do so will result in the suspension of the Ethics Certificate.

Brandon University requires that all faculty members, staff, and students adhere to the *Brandon University Research Ethics Committee (BUREC) Policies and Procedures*. The University considers non-compliance and the inappropriate treatment of human participants to be a serious offence, subject to penalties, including, but not limited to, suspension of ethics certifications, withdrawal of privileges to conduct research involving humans, and/or disciplinary action. All acts of ethics non-compliance will be reviewed on a case by case basis by BUREC, and may involve the Provost and Vice-President (Academic) for further investigation as per the *Brandon University Policy on Academic Integrity and the Responsible Conduct of Research, Scholarship, and Creative Work*. Any actions taken will take into account the severity of non-compliance. For more information, please refer to the *BUREC Non-Compliance Policy and Procedures*.

BUREC Policies and Standard Operating Procedures, application and report forms, and other resource information can be found on the BUREC webpage at [www.brandonu.ca/burec](http://www.brandonu.ca/burec).

If you have any questions or concerns, please contact BUREC at [burec@brandonu.ca](mailto:burec@brandonu.ca).