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| ***RESEARCH OFFICE FILE #*** |  | ***(office use only)*** |



Brandon University Research Ethics Committee (BUREC)

UNANTICIPATED ISSUE/EVENT REPORT FORM

**PLEASE NOTE: UNANTICIPATED ISSUES AND EVENTS ARE TO BE REPORTED TO BUREC WITHOUT DELAY!**

**An unanticipated issue or event is an issue that occurs during the conduct of research that may increase the level of risk to participants or have other ethical implications that may affect participants’ welfare, and were not anticipated by the researcher in the research proposal submitted for research ethics review.**

**Please refer to the *Standard Operating Procedure: Reporting Unanticipated Issues and Events* prior to completing this form.**

**Please save this file to your computer.**

**Please submit this report with the revised protocol and/or consent form(s), if applicable, to:** [**burec@brandonu.ca**](mailto:burec@brandonu.ca)**.**

**All sections in this form will expand as necessary. As this is a locked form, spellcheck will not work. It is recommended that you prepare your responses to the questions below in another document for spellcheck purposes, then copy and paste the text into the appropriate answer field below. Questions about using the form should be directed to Shannon Downey, Administrative Officer to the Vice-President (Academic & Provost) and Research Ethics Officer, at (204) 727-9712 or** [**downeys@brandonu.ca**](mailto:downeys@brandonu.ca)**.**

PROJECT TITLE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PRINCIPAL INVESTIGATOR: | | | | |
| **Name:** | | |  | |
| **Mailing Address:**  *(BU faculty researchers need only list their Department/Faculty)* | | |  | |
| **Telephone Number:** | | |  | |
| **Email Address:** | | |  | |
| FACULTY SUPERVISOR: (for Student Principal Investigators only) | | | | |
| **Name:** | | |  | |
| **Mailing Address:**  *(BU faculty researchers need only list their Department/Faculty)* | | |  | |
| **Telephone Number:** | | |  | |
| **Email Address:** | | |  | |
| Type of Project: (for Student Principal Investigators only) | | | | |
|  | | **Undergraduate Thesis:** | |  |
|  | | **Graduate Thesis:** | |  |
|  | | **Other – Please identify:** | |  |
|  | | **If this is a course project, please identify the course:** | |  |
|  | **The Faculty Supervisor has made aware of the adverse event that occurred.** | | | |

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| Details of the Incident: |

|  |  |  |
| --- | --- | --- |
| 1. **Date of event occurrence:** | | |
| 1. **Description of the unanticipated issue or event: *Please provide as much detail as possible.*** | | |
| 1. **Description of the action taken as a result of this unanticipated issue or event:** | | |
| 1. **Recommendation of the Principal Investigator:**   **This study should continue without change to the protocol.**  **This study should continue without change to the Consent Form.** | **Yes**  **Yes** | **No**  **No** |

**Note: A copy of this report and the recommendation(s) of BUREC will be forwarded to the Vice-President (Academic & Provost) and/or the Associate Vice-President (Research).**

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| **(FOR OFFICE USE ONLY)** | |
| **Date Received:** |  |
| **Date Recommendation of BUREC Sent to PI:** |  |
| **Recommendation of the Committee:** |  |