

Endpoint for an Ethics Certificate and Reporting Requirements

As per the Panel on Research Ethics' interpretation of the TCPS2:

The TCPS 2 does not make a determination regarding the stage at which REB review and approval would no longer be required. The reason for not making this determination is that research projects, disciplines, or methods of study vary, and the duration of the involvement of humans as research participants also varies. For the purposes of BUREC involvement, the end of the project involving human participants may be defined as the point after which there is no further contact between the researcher and participants, taking into account the risk of the research to participants. The end-point for BUREC involvement might come, for example, at the end of data collection when the researcher has no intent of further contact with participants or after data analysis. In some cases, researchers report back to participants, or to the community or group from whom they collected data. In these cases, contact with participants would only end after data analysis, interpretation of findings, and dissemination. BUREC involvement would likely end at this point. These are only illustrative examples, and are not intended to be an exhaustive list of scenarios.

If no further contact with participants is expected or required, a Final Report can be submitted to BUREC. Once the report is approved by the Committee, the ethics certificate for that project will be closed and correspondence will be sent to the PI confirming this. A final report is required to effectively close an ethics certificate. Failure to submit a final report is considered non-compliance and could result in the suspension of the ethics certificate and withdrawal of privileges to conduct research involving humans. For more information, please refer to the *BUREC Non-Compliance Policies and Procedures*.

An active/open ethics certificate requires, at minimum, Annual Progress Reports as per the *Brandon University Research Ethics Committee (BUREC) Policies and Procedures*. The researcher's failure to submit an Annual Progress Report means that the researcher would not be in compliance with TCPS 2 requirements regarding continuing ethics review (Article 6.14). It is the researcher's responsibility to maintain ethics approval for his/her study throughout the life of the project. If the researcher fails to submit a report by the specified date, the REB has the authority to terminate its approval of the ethical acceptability of the research (Article 6.3). For more information, please refer to the *BUREC Non-Compliance Policies and Procedures*.

The Annual Progress Report and Final Report can be found on the BUREC webpage at: <https://www.brandonu.ca/research/committees/burec/application-forms/>. Completed forms are to be sent to burec@brandonu.ca.

For more information, please contact Mrs. Shannon Downey, Administrative Officer to the Vice-President (Academic & Provost) and Research Ethics Officer, at (204) 727-9712 or downeys@brandonu.ca.