



THE UNIVERSITY OF BRITISH COLUMBIA

## Office of Research Ethics

VP Research & Innovation

### **Recruiting UBC students, faculty, and staff for Behavioural Research when there are no UBC researchers on the study team**

If you want to recruit participants from either UBC campus (Vancouver or Okanagan) for Behavioural Research, you do not have a UBC-affiliated researcher on the study team, and your institution is not a member of Research Ethics BC (REBC), you may not need to submit a full ethics application if your study meets ALL the following criteria:

1. It has been approved by another TCPS2 compliant Canadian Research Ethics Board (REB).
2. The study is a social science or behavioural research study.
3. It was considered minimal risk by the primary REB.
4. The study activities do not take place in UBC facilities.
5. You will not involve UBC faculty, staff, or students in recruitment activities other than forwarding an email or posting to a listserv.

If your study meets the above conditions, one of the UBC Offices of Research Ethics (ORE) will need to receive a copy of the full ethics application before you begin recruiting. The package should include the REB approved application and documentation (e.g., consent forms, recruitment materials, surveys, interview scripts), as well as the REB certificate of approval.

To recruit from the Vancouver campus, please email materials to [leah.meanwell@ubc.ca](mailto:leah.meanwell@ubc.ca).

To recruit from the Okanagan campus, please email materials to [lisa.shearer@ubc.ca](mailto:lisa.shearer@ubc.ca).

We will review the file for UBC's involvement in the research and determine if any further information is needed. Please note that we do not allow student information to be released to external investigators for recruitment purposes. You may request that recruitment information is forwarded on your behalf by Departments/personnel to potential participants for their response.

Once we have confirmed that no additional ethics approval is required, the appropriate behavioural REB will notify you by email. Please inform your ethics office that, should a complaint be received from a UBC-affiliated participant, they must notify UBC by contacting [RSIL@ors.ubc.ca](mailto:RSIL@ors.ubc.ca).

If your institution is a Research Ethics BC (REBC) partner institution and you will be recruiting via multiple REBC members, an ethics application will need to be submitted on the Provincial Research Ethics Platform (PREP). In this instance, the review and approval will be harmonized amongst all the Boards involved. For more information on harmonized ethics reviews in BC, please see the REBC website: <https://www.bcahsn.ca/our-units/research-ethics-bc/provincial-research-ethics-platform-prep>.

If you have any questions about the requirements, please contact [leah.meanwell@ubc.ca](mailto:leah.meanwell@ubc.ca).