



**Carleton
University**

Research

Carleton Research Ethics Board Update September, 2025

The purpose of this newsletter is to provide you with periodic updates on REB activities, new policies and forms, and other pertinent information. In these update newsletters, you will also find guidance and support on how to prepare and submit your ethics applications, and manage your ongoing protocols.

Visit Office of Research Ethics Website

Substantially Revised Submission Forms

We have completed a substantial revision of our submission forms, which are available now on our website in the [Forms and Templates](#) page, click on [Ethics Application Forms](#). Please use these revised forms for all submissions. If you have downloaded copies of any older forms, please do not use them any longer as the new forms have changed and re-focused many of the questions to allow us to better assess the relevant ethics aspects of your study.

In the new forms, for most questions, we have added a link to [Instructions](#) to give some background and additional clarification about what we are looking for in each section. We hope you will find this to be helpful, particularly for those using the form for the first time.

These are the forms that we have revised and re-posted:

- Main CUREB Form
- Very Low Risk Form
- Secondary Use Form
- Course-Based Form
- Change to Protocol Form

- Request to Release Funds Form

New OVPRI Website Coming

The website of the Office of the Vice-President Research and International is being updated and refreshed. The rollout date has not been set but when that happens, we will strive to update all links to research ethics pages as best we can. The structure of the Research Ethics pages will change somewhat and, in some cases, you may need to go to the updated website to find the forms or information you are looking for.

TCPS Tutorial Completion for Secondary Use Studies

As a condition of securing REB approval, all research team members must submit a copy of their certificate of completion for the TCPS-2 Core Tutorial. We wish to confirm that this also includes submissions of **secondary use** projects. While exemptions are only rarely granted, please contact the REB office at ethics@carleton.ca, to enquire.

Retired Faculty Supervisor on Student Research

This situation recently came up and we checked with Grad Studies and the Department to confirm the academic requirements for supervision in this situation. Based on their advice, we will accept a retired faculty member to act as supervisor on a student research project however there must be, in addition, a co-supervisor who is an active faculty member at Carleton. Both supervisors must take an active role in supervision and both must sign and submit our [Supervisor Approval Form](#).

