

**WESTERN UNIVERSITY
FACULTY OF EDUCATION
RESEARCH ETHICS BOARD (REB) FOR
NON-MEDICAL RESEARCH INVOLVING HUMAN SUBJECTS
PROTOCOL SUBMISSION
(Version - Faculty of Education Revision February 2012)**

PLEASE NOTE: There are no deadlines for submission. Applicants should allow approximately one month for the completion of the review process. All reviews are processed as expeditiously as possible and the committee often completes the process in a shorter period, but this cannot be guaranteed. You may not begin your research project until you receive official ethics approval.

The protocol submission form is available in MS Word. *Be patient* with the form – occasionally some of the boxes do not appear to be fully formed however they are there and saving the form or the addition of a hard return makes the lines reappear. The question and response boxes are created in Tables. The sections for narrative responses are outlined in red and will expand as material is added with the exception of Section 3 where, because the responses can be lengthy, are to be entered after the question box at the red arrow ⇒. X's or other symbols may be used in sections requiring a selection e.g. yes or no. Rows may also be added to tables 1.5, and 7.1 if required. Once completed, please review the document to ensure that it is complete and layout (e.g. page breaks and other formatting) is appropriate.

- Number **all** pages: The document will automatically number the pages as text is added (text may be entered directly or copied and pasted from another electronic document) and the document expands but if hard copy pages from other sources are inserted in the package they must be numbered appropriately in conjunction with the protocol submission form. e.g. page 8 a, page 8 b etc.
- Minimum font size is 12 point. Hand written submissions are not acceptable.

Email submissions are preferred.

1. Submit the protocol form and all attachments (new, adapted or standardized instruments (e.g. questionnaires), recruitment ads or posters, letters of information and consent forms) to kueneman@uwo.ca. Note that only email submissions in MS Word/RTF format can be accepted.
2. Also submit the **signature pages** (Section 1.1 to 1.7) of the protocol form in **paper** format. (Original or faxed signatures are acceptable.)
3. **FACULTY OF EDUCATION Student Thesis or DRP research** protocols must also be accompanied by Thesis/DRP signature forms ("Form A") along with one copy of the research proposal in **paper** format. Information and forms available at <http://www.edu.uwo.ca/programs/graduate-education/guidelines.html>

Paper Copies: If you submit by paper copy (not preferred), you are expected to provide 1 original signed by PI (and student, visiting professor as required). The copy should include any new, adapted or standardized instruments (e.g. questionnaires), recruitment ads or posters, letters of information and consent forms. Submissions must be collated and stapled or clipped with sturdy, well-anchored clips (please note that paperclips frequently become dislodged resulting in disordered protocols.)

Ethics Applications must be submitted to the Research Office (Room 1163).

Incomplete or illegible submissions will be returned to the investigator without review.

HAVE ANY QUESTIONS?	Ask Karen Kueneman	Telephone 661-2111 ext. 88561	Email kueneman@uwo.ca
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