
Ethics Review Exemption Form

SUBMISSION

Please send this form and accompanying attachments to REB Office Personnel at REB@nbcc.ca. Questions about ethics review requirements and applications should also be sent to REB@nbcc.ca.

PURPOSE

Anyone planning to conduct research involving human participants under the auspices of NBCC must submit the research activity for ethics review. Some activities are potentially exempt from review (see NBCC [Ethical Conduct of Research Involving Humans Policy \(3303\)](#), 3.3). If you believe your project is exempt from review but your project stakeholders or funders require a letter from the Research Ethics Board confirming an exemption, please submit this form.

GENERAL INFORMATION

1. Project Title	
2. Form Submission Date	

INVESTIGATOR INFORMATION

3.	Name & Position Title	Program/Dept.	NBCC Campus or External Organization Name	Email Address
Principal Investigator (PI):				
Co-Investigator(s):				
Other Investigator(s):				

Please add rows as needed.

CONTEXT

4. Does this project include human participants, or use of human biological materials?

Yes

No

4. Have you received, or do you intend to apply for, funding for this project?

Yes

No

5. If **yes**, please provide name of funder(s) and current funding status.

6. Has the proposed project received review elsewhere (for example, by a research ethics board at another institution or another form of peer review)?

Yes

No

7. If **yes**, please provide details.

8. Estimated start date for data collection:

9. If data collection is already underway, please provide a brief explanation of what activities have taken place, and where they were completed.

GOALS

10. What are you trying to discover and/or create with this project, and why?

ACTIVITIES

11. What methods will be used for data collection (e.g., interviews, surveys, focus groups, experiments)?

PARTICIPANTS

12. Who will be recruited to participate in the project, and how will they be recruited? Please specifically indicate if the project will involve participation by youth, students, individuals with impaired capacity to consent, or people who are vulnerable due to social/economic inequity and exclusion, or engagement with Indigenous communities.

13. If there is any other information you believe the College Office of Research Enterprise and the NBCC Research Ethics Board should know about your project, please provide details here:

LIST OF ATTACHMENTS

Please indicate the attachments submitted in support of this application:

Project funding application

Notice of Decision from project funder

Any other relevant materials (please list below)

SIGNATURE

I affirm that this application fully and accurately describes all planned activities involving human participants. As applicant, I will ensure that no activities involving human participants are commenced

(by myself or other team members) before receiving documentation of approval or exemption from the NBCC Research Ethics Board. If such activities have already commenced, they will be immediately paused until the required documentation is received.

Principal Investigator Signature:

Date: