

## Human Research Ethics Anonymized Application

**PREVIEW - Not for completion**

### A. Research team

#### 1. Principal investigator (faculty, faculty supervising a student or post-doctoral researcher)

*Principal Investigator is a faculty member, adjunct professor or sessional instructor. For more information please see the [annotated guidelines](#).*

*If the project has more than one Principal Investigator (other than you) or more than one Principal Applicant, their names should be listed under section A.3 Research Team Members.*

PI name

PI department

*PI department. If more than one department, the department you are doing the research for.*

PI position

*PI position at UVic*

#### 2. Principal applicant (students & post-docs)

*For further information about the distinction between the Principal Investigator and Principal Applicant, please see the [annotated guidelines](#).*

*A Principal Applicant is an undergraduate student, graduate student or post-doctoral fellow who will be the lead researcher (for their thesis, dissertation, project, etc.) for this study. A Principal Applicant will be granted "View and edit" access by default, and will receive notifications related to the study. If the project has more than one Principal Applicant, the additional individuals should be listed under section A.3 Research Team Members.*





Does this application have a principal applicant?

#### 3. Research team members

*Individuals and organizations involved in conducting your research. This includes co-principal investigators, additional principal applicants, co-investigators, other UVic students, assistants (paid or unpaid), community organizations, and clients. Team members listed will have "no access" to application as a default. You can assign the level of access as needed (you dont need to notify the Ethics Office when changing access level for team members).*

List all current research team members (including any UVic students or research assistants who will use the received data or biological materials to fulfill UVic thesis, dissertation, or academic requirements) and assign level of access to the application. You do not need to add the PI or PA to this table. Inclusion here satisfies only UVic institutional requirements. If you grant "View and Edit" access to more than one person, be aware that the system will not notify users if and when others are making edits to the application.

Access:  View and edit project  View only  Receive notifications  Contribute funding

Name	Email	Role in the project	Institutional affiliation				
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### B. Project information

1. Project title

Title for your research project. You may not submit two applications with the same title.

2. Anticipated duration for the use of the anonymized data or human biological materials

a. Approximate start date for receiving data or biological materials

The approximate start date for receiving data or biological materials for your project should take into account the time it will take to complete and submit this application form and the period of one to two weeks required for ethical review. It is a violation of University of Victoria policy to obtain and use the anonymized data before receiving HREB ethics approval.

b. Approximate end date for using data or biological materials

An approximate end date for using data/biological materials for your research project.

3. Is this application linked to one that has been recently submitted to the UVic Human Research Ethics Board?

**C. Project funding**

1. Have you and/or research team members (their names must be listed under section A. Research team) applied for or been awarded funding for this project?

If "Yes", complete the following

Funding source(s)	Institution holding funds	Exact title used in funding application	Account holder	Funding status	Comments
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2. Will this project receive funding from the US National Institute of Health (NIH)?

3. If you are a faculty member and have indicated above that you have applied for funding, have you submitted a Research Application Summary Form to the Grants or Contracts unit in the Office of Research Services?

You must submit a research application summary form to the grants or contracts office every time you apply for funding. Provide explanation, if you haven't done so.

If "No", for each entry on the funding table above, please explain why, as this is a requirement of the Office of Research Services

Comments

**D. Data description**

1. Is your research limited to receiving primary or secondary anonymized data or data sets?

2. Is your research limited to receiving primary or secondary anonymized biological materials?

If "Yes", to question D.2 have you or your supervisor received UVic Biosafety Committee Registration Clearance from UVic Biosafety Committee for the use of received human biological materials must be in place before this application is approved by the Human Research Ethics Board. Please upload the "Verification of Biosafety Registration" in section F. Attachments.

## E. Project description

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### Purpose, permission, certification

1. Briefly describe the purpose of the research and your method(s) for analyzing received data/data sets or human materials

2. Provide the name of the researcher and their university, the lab/repository or the institution from whom/which you will receive the data, data sets or biological materials

3. Has another Research Ethics Board (REB) reviewed and approved the study?

### Request, share

4. If you are receiving anonymized data from the government, you or another research team member will likely be required by government to submit a data access request (DAR) to the specific ministry or government office. Please provide details, status of the request, or upload the access request/approval.

5. If you are receiving anonymized data from a health authority, hospital, organization or agency etc. you or another member of the research team may be required by the above entity to submit a request. Please provide details, status of the request, or upload the access request/approval.

6. If you intend to share the received anonymized data or biological materials with third parties in the future (e.g., graduate student(s), other researchers, community organizations, First Nations band council, government etc.) who are not listed under the research team section of this application, please explain.

### Data obtention, protection, destruction

7. Describe the data source, how it was obtained and the format in which it was supplied. Upload an example of the data set or data collection fields.

8. Explain how you will protect the data/data sets or biological materials (e.g. password protected computer, secured lab, limited access to other UVic researchers etc.) while under your use.

9. Describe when and how you will destroy the data or biological materials received. If you will not destroy the data or materials, please explain what will be done (e.g. retain indefinitely, return a portion to the source) and explain why.

## F. List of uploaded documents

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Review the [document requirements](#) list and the uploaded documents to ensure that you have all the applicable documents. Make sure to remove all duplicates. Upload appendices as individual documents, instead of clustering appendices under one attachments. Incomplete applications and applications with incorrectly uploaded appendices will not be reviewed. You will be notified in this case.

App. version	Section	Descriptive name	File name	Type of document	Date uploaded	File version
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## G. Signatory/departmental signoff

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Select the Chair/Director/Dean or their designate to sign-off on this application for submission. Once signed-off, the application will be submitted to the Human Research Ethics Board for review.

By signing-off the application, the signatory is affirming that adequate research infrastructure is available for the conduct and completion of this research project.

Signatory name