

Policy Title:	Management of External Research Funding Policy
Policy Number:	2003
Sponsor:	President
Contact:	Vice President Academic
Approved by:	Academic Council
Date:	March 1, 2024
Next Review Date:	June 15, 2027

1. Purpose

The purpose of the policy is to ensure that UNF members conduct research ethically and responsibly and to adopt core principles and ethical principles for the conduct of research involving humans and animals in the course of research and teaching undertaken by members of the University community.

2. Policy

The University is committed to excellence in research based on the highest national and international standards. The University endorses and complies with the Tri-Agency Framework: Responsible Conduct of Research¹ and the principles, guidelines and processes as set out in the Tri- Council Policy Statement: Ethical Conduct for Research Involving Humans (2018)² and the Canadian Council on Animal Care's policy on Ethics of Animal Investigation³.

UNF research must also comply with relevant privacy legislation in the jurisdiction where participation in research takes place such as the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Information and Protection and Electronic Documents Acts (PIPEDA) of Canada, regarding the collection, use and disclosure of personal information.

All researchers must obtain prior written approval from the Research Ethics Committee prior to conducting any research involving living human participants or animals, subject to the exceptions outlined in the Tri-Council Policy Statement.

¹ Tri-Agency Framework: Responsible Conduct of Research (<https://rcr.ethics.gc.ca/eng/framework-cadre.html#a2-1>).

² Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, December 2018 (https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html).

³ Canadian Council on Animal Care's policy on Ethics of Animal Investigation (https://ccac.ca/Documents/Standards/Policies/Ethics_of_animal_investigation.pdf).

3. Scope

The policy applies to research conducted by all members of the university community including faculty, students, and staff, external members working in collaboration with university members, and research involving university members as participants.

An ethics review is required when research involves data collected from human participants including the following:

- Information collected from living humans through interaction or through intervention;
- Secondary non-public sources that identify an individual.
- Human remains, cadavers, human organs, tissues, and biological fluids, from individually identified participants, embryos, or fetuses; and,
- Research involving non-participant or covert observation.

Research involving animals cannot be carried out under the auspices of UNF unless the research is sponsored by, or in partnership with, an organization or institution that holds a Certificate of Good Animal Practice (GAP) from the Canadian Council on Animal Care or unless the research undergoes ethical review at an approved Research Ethics Board affiliated with a Canadian university.

Researchers must inform the Research Ethics Committee (REC) of the decision of the other organization's review and the outcomes of the research.

Research involving radiation or biohazards cannot be carried out by UFN unless the research is sponsored by, or in partnership with, an organization or institution with appropriate certification and facilities to accommodate the research in accordance with the appropriate legislation.

Researchers must inform the REC of the decision of the other organization's review and the outcomes of the research.

4. Principles

In reviewing proposed or ongoing research activity requiring ethical review, the Research Ethics Committee (REC) shall ensure that such activity conforms to the three core principles set out in TCPS 2:

- Respect for Persons
- Concern for Welfare
- Justice

The Request for Ethical Review Form is designed to ensure that applicants address these principles.

5. Role of the Research Ethics Committee

The Research Ethics Committee has the authority to review and approve, propose modifications, reject, or terminate any proposed or ongoing research involving humans, research involving animals, and research involving radioactive materials, biohazards and other hazardous materials, which is conducted at UNF. Members of the Research Ethics Committee are appointed by the Academic Council. Appeals of a decision of the Research Ethics Committee may be made to the Appeals Committee of Academic Council.

Where research is defined as minimal risk, per RCPS 2. The REC may delegate the approval process to a member of REC to expedite the request. The REC delegate will review and recommend (approval, approval with modifications, or rejection of) a proposal requested for ethical review.

The REC delegate will convey the outcome to the researcher and to the REC which keeps a record of all decisions.

6. Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Research	According to the Tri-Council Policy Statement, “research is defined as an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation” (2018: 5). Research may be conducted for purposes of academic scholarship and it may also be required as part of the learning activities for a course.
University members or university community	Faculty members in full or part-time appointments, researchers working in collaboration with UNF faculty, emeritus faculty, visiting or adjunct teachers or scholars, students or visiting students, staff, research assistants, administrators, or any other person associated with research at UNF.

7. Responsibility

The Vice President Academic (VPA) is responsible for the implementation of the policy across the university.

The Academic Council is responsible for reviewing and approving the policy and for approving the appointment of members to the Research Ethics Committee.

The Research Ethics Committee is responsible for ensuring that applications for

research ethics approval are in compliance with the Research Ethics Policy, the Tri-Agency Framework, the Tri- Council Policy Statement, and the Canadian Council on Animal Care's policy.

Researchers, students and research supervisors are responsible for ensuring that they understand and adhere to the Research Ethics Policy.