

Dalhousie Research Ethics Boards

Guidance for Submitting an Application for Research Ethics Review Secondary Use of Information (and Biological Materials)

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PROSPECTIVE SECONDARY USE FORMS

The secondary use of information application form should only be used for studies involving data that already exist (or human biological materials already collected) and that were gathered for purposes other than the current research project. If the research also involves collection of new data, use the REB Application Form Prospective Research.

Types of secondary-use research that require research ethics review include:

- x Data sets compiled for other purposes (such as previous research, business, public administration, institutional record keeping, education or health care), which are not publicly available but can be obtained for research analyses.
- x Individual records systematically maintained by an institution or governing body (such as patient records, student records, employee records, disability claims, sales data, billing records), which can be used for research purposes.
- x Human biological materials collected for other purposes (such as previous research, educational purposes or materials surplus to a diagnostic exam or surgical procedure).

Secondary use of information does not require ethics review when the information is publicly available through a mechanism set out by legislation or regulation and that is protected by law (e.g., Statistics Canada files, ghl5 0 Td (t 00202.2(iag)26(r)11.aals)-1fo,-678.4(av)Tc 0.004 T[(e)-12(.)-og113(ad)-3.P6.4

1.1 Rese

Undergraduate students conducting minimal risk thesis research should initially submit their application for unit-level review (to obtain departmental approval).

If you hold funding at Dalhousie University for which you were granted access to a portion of your funds in advance of REB approval through a release of funds agreement, please also indicate the date of this agreement in this section.

1.5 Attestations

Lead researcher: The lead researcher must indicate agreement with the attestation regarding the ethical conduct of the research. This section must be completed for all submissions.

Supervisor attestation: **Applicable only where the lead researcher is a student/resident/post-doctoral fellow.**

As part of the review process, the Board must ascertain whether there is scholarly merit, as research that will not yield trustworthy results is unethical. For this reason, it is important that the student's ethics proposal be carefully reviewed and approved by the student's supervisor prior to submission. A well-conceived and carefully presented research project will pass through the ethics review process more quickly than one that has not received adequate input from the student's supervisor.

The supervisor must attest to the following:

of the details of methodology for the next phase(s), any instruments or consent forms to be used in the next phase(s).

2.2 Research Question

Some studies are intended to address specific research objectives, whi

Identifying information contains direct or indirect identifiers. Direct identifiers would tell any reader who the record pertains to (e.g., name, contact information, student number, SIN, health number). Indirect identifiers could be combined

respect to handling of personal information. "Personal information" means recorded information about an identifiable individual, including, but not limited to:

- x name, add

2.9 Conflict of Interest

Conflicts of interest may arise when researchers are seeking consent for use of individual records, and they have ongoing relationships with the individual affected (e.g., healthcare providers who seek consent for use of records from their own patients, instructors who seek consent for use of student records from their students). The researcher should describe how these conflicts will be mitigated and/or managed.

The researcher must disclose whether or not any member of the research team has a relationship with the sponsor of the study that would place them in a conflict of interest. One example of such a conflict would be a researcher's having financial interest in a company sponsoring the research, or in the outcome of the research itself. The applicant should describe how any such conflicts will be managed.

Researchers must ensure that they comply with Dalhousie's [Policy on Conflict of Interest](#) ([https://www.dalhousie.ca/ethics/ethics-3@](#)).

