

For more information or to request alternate formats of this form for accessibility, please contact reb@durhamcollege.ca

PURPOSE

All researchers planning to conduct research involving human participants and wishing to access Durham College faculty, staff, students, or resources must first obtain institutional permission to conduct the research before applying for ethical approval from the Research Ethics Board (REB). Institutional permission is intended to ensure that the research does not unreasonably interfere with Durham College operations.

Permission may or may not be granted on the basis of the project's costs, effort, risk, impact on members of the college, and/or impact on institutional resources. **Research ethics approval does not constitute institutional permission.**

INSTRUCTIONS

All researchers, including internal Durham College researchers and researchers external to Durham College, must submit an unsigned copy of this completed form to reb@durhamcollege.ca. The REB Coordinator will facilitate the required approval signatures on the researcher's behalf.

The form must be approved before ethical review can commence.

Internal Durham College researchers:

If you are seeking access to Durham College faculty, staff, students, or resources that are limited to one Department or Faculty only, your study requires **administrative permission** from the Dean or Director responsible for the Faculty or Department.

If you are seeking access to Durham College faculty, staff, students, or resources, including controlled bulletin boards, email distribution lists, space, software, and datasets, in multiple Departments and/or Faculties, your study requires **administrative permission** from the Deans and/or Directors responsible for the Faculties and/or Departments and **institutional permission** at the Vice-President level.

External researchers to Durham College:

All external researchers must receive **institutional permission** at the Vice-President level. The REB Coordinator will manage this process upon receipt of the completed form.

Institutional permission must be obtained prior to ethical review by the Durham College REB.

IMPORTANT NOTE FOR APPROVERS

When reviewing this Institutional Permission Form, you must consider not only institutional priorities, risk and timelines, but also the resources required and staff capacity available to support the study effectively. For each item listed in the Requested Resources section that falls within your area of responsibility, your signature is required to confirm approval and to indicate that the necessary resources and supports are available. Once signed, please return the completed form to reb@durhamcollege.ca

PRINCIPAL INVESTIGATOR INFORMATION

First Name: _____ Last Name: _____
Position: _____
Department/Faculty: _____
Institution: _____
Email Address: _____

TEAM INFORMATION

Note: If you have more than two co-investigators, attach a separate document to your submission that includes the required information for each additional co-investigator

Faculty Supervisor/Co-investigator

First Name: _____ Last Name: _____
Position/Affiliation: _____
Department/Faculty: _____
Institution: _____
Email Address: _____

Faculty Supervisor/Co-investigator

First Name: _____ Last Name: _____
Position/Affiliation: _____
Department/Faculty: _____
Institution: _____
Email Address: _____

OTHER INSTITUTIONS AND APPROVALS

Are any other institutions involved in this project? Yes No

If yes, please list all other involved institutions and the nature of their involvement:

Has Research Ethics Board approval been obtained from all other involved institutions?

Yes. Please attach relevant approvals with the submission of this form.

No. Please detail below the anticipated timelines for obtaining REB approvals.

PROJECT INFORMATION

Title of Research Project:

Proposed Start Date:

Proposed End Date:

Describe the overview and purpose of the intended research:

Provide details of the research methodology.

Provide information regarding the level of risk to participants

Please list and attach all research instruments (surveys, focus group guides, recruitment posters, email messages, and the like).

Describe any known risks to Durham College that may arise from this research, including but not limited to legal and compliance risks, reputational damage, financial risks, operational disruptions, safety and security risks, or any other potential institutional risks.

NOTE: External researchers are not covered under Durham College insurance.**APPROVAL OF REQUESTED RESOURCES** *(please read carefully)***Researcher:** Under “Request Details” please provide a clear description of the Durham College resources required to support this research project.**Approver(s):** By approving below, the Dean(s)/Director(s) responsible for the resources listed confirm their approval of the proposed research activities and verify that the necessary resources and staff support are available to proceed as described. This approval grants the Principal Investigator reasonable access to the relevant Durham College faculty, staff, students, and institutional data required to complete the study. Questions are to be directed to the REB Coordinator, who will facilitate responses from the researcher.**PARTICIPANTS REQUIRED (select all that apply and provide details of requirement)****Students** (ie: from the Faculty of X; all DC students; or students enrolled in program X)

Approved: yes no Signature:

Faculty members (ie: all faculty; faculty from Faculty X; or faculty with more than 10 years experience)

Approved: yes no Signature:

Staff (ie: staff from the International Education office, or all support staff)

Approved: yes no Signature:

NOTICE OF COLLECTION

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, 1990, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed for Researcher Institutional Permission Requests. Your personal information may also be used for various administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext. 3292.