# **Request for Institutional Approval to Conduct Research at George Brown College**

## **OVERVIEW**

Anyone planning to conduct research involving George Brown College (GBC) students, employees or resources (including GBC funds, facilities, equipment, and institutional data) must obtain institutional approval before initiating any research-related activities.

Institutional approval to conduct research is granted by the Associate Vice-President, Research & Innovation following consultation with GBC departments involved with the proposed research activities. Decisions about whether to grant institutional approval consider factors such as risk, timelines, costs, resources required and alignment with institutional priorities. The complete institutional review process can take up to four weeks. Please plan your research timelines accordingly.

If the proposed research involves human participants, approval from the GBC Research Ethics Board (REB) is required in addition to institutional approval. Institutional approval and ethics approval are separate and distinct, serving different purposes. Institutional approval does not guarantee ethics approval, and vice versa. **We recommend seeking institutional approval prior to ethics approval.**

If you have any questions about requesting approval to conduct research at GBC, please contact Eva Aboagye (Senior Program Manager, Research & Innovation) at [eva.aboagye@georgebrown.ca](mailto:eva.aboagye@georgebrown.ca).

Document checklist:

This form, with all required sections completed.

Data collection tools such as recruitment letters and survey questions

**Submit all documents as a single PDF file to** [research@georgebrown.ca](mailto:research@georgebrown.ca)

Instructions for how to save PDF files: [Microsoft](https://support.microsoft.com/en-us/office/save-or-convert-to-pdf-or-xps-in-office-desktop-apps-d85416c5-7d77-4fd6-a216-6f4bf7c7c110?ui=en-us&rs=en-us&ad=us); [iOS](https://support.apple.com/en-ca/guide/mac-help/mchlp1531/mac)

Instructions for how to merge PDF files: [Adobe](https://www.adobe.com/ca/acrobat/online/merge-pdf.html)

## **PRINCIPAL INVESTIGATOR INFORMATION**

**Name:** Click here to enter text.

**Position:** Click here to enter text.

**School/Organization:** Click here to enter text.

**Program/Department:** Click here to enter text.

**Email:** Click here to enter text.

**Phone Number:** Click here to enter text.

**Signature:**

**Date:** Click here to enter a date.

**NOTE:** Your signature above confirms that you will take full responsibility for the proposed research.

**ADDITIONAL PROJECT TEAM MEMBERS**

Please provide the name, position and organization of any additional members of the project team.

Click here to enter text.

**TITLE**

The title should clearly identify the focus of the proposed research.

Enter title here

## **TIMELINE**

The proposed start date should factor in consideration for the time it will take to secure required approvals (i.e., institutional approval, research ethics approval, etc.)

**Proposed Start Date:** Click here to enter a date.

**End Date:** Click here to enter a date.

**DESCRIPTION**

Provide a brief description of your proposed research written in plain, non-technical language. Include an overview of the proposed methodology.

Click here to enter text.

**RESEARCH TEAM AND PARTNER ORGANIZATIONS**

Provide information about the research team (including team member names, titles and institutional affiliations) and partner organizations (including contact names and titles), if applicable.

Click or tap here to enter text.

**GBC INVOLVEMENT**

Provide detailed information about the GBC students, employees or resources (including GBC funds, facilities, equipment, and institutional data) that will be involved in the proposed research.

Click or tap here to enter text.

**RECRUITMENT PLAN**

If the proposed research involves recruitment of human participants from the GBC community, provide information about who is responsible for the recruitment process, how GBC participants will be contacted and recruited, and whether any prior contact has been made to the target department(s) regarding the proposed research activities. (250-word limit)

Click or tap here to enter text.

**RELEVANCE TO THE GBC COMMUNITY**

Identify the GBC academic centres, divisions or departments that may be interested in or benefit from the results of the proposed research.

Click or tap here to enter text.

**FUNDING**

Provide information about any funds that have been received or requested to support this research, including funding sources and total budget.

Click or tap here to enter text.

**KNOWLEDGE DISSEMINATION PLAN**

Knowledge dissemination is the interactive process of communicating the results of your research to target audiences so that it may be used to lead to change. Provide detailed information about your knowledge dissemination plan for the proposed research.

Click or tap here to enter text.

**RESEARCH INVOLVING HUMAN PARTICIPANTS**

GBC Research Ethics Board (REB) approval is required for all research involving human participants.

Does the proposed research involve human participants?  Yes  No

If yes, provide the REB protocol submission date and/or protocol number. The submission date may be anticipated, depending on whether institutional approval is granted.

**Submission Date:** Click here to enter a date.

**REB Protocol #:** Click or tap here to enter text.

**RESEARCH FOR COMMERCIALIZATION**

Commercialization involves production, distribution, marketing, sales and other key functions to achieve profitable success of a new product or service. Outline the commercialization plan for the proposed research, if applicable.

Click or tap here to enter text.

**RESEARCH FOR ACADEMIC CREDIT**

Provide the information requested below if the proposed research is being conducted for academic credit (i.e. course work, thesis, or other credential requirement).

**Advisor Name:** Click here to enter text.

**Academic Institution:** Click here to enter text.

**Email:** Click here to enter text.

**Phone Number:** Click here to enter text.

**Signature:**

**Date:** Click here to enter a date.

**Note:** Your signature above confirms that you approve the proposed research and are prepared to provide support required to ensure its successful completion.

**GBC SPONSOR**

A GBC sponsor is a Chair, Director, Dean or Vice President who takes responsibility to initiate, support, supervise or provide funding for the research but does not actually conduct the research. Provide the information requested below if you are working with a GBC sponsor.

**Name:** Click here to enter text.

**Position:** Click here to enter text.

**School/Department:** Click here to enter text.

**Program:** Click here to enter text.

**Email:** Click here to enter text.

**Phone Number:** Click here to enter text.

**Signature:**

**Date:** Click here to enter a date.

**Note:** Your signature above confirms that you approve the proposed research and are prepared to provide support required to ensure its successful completion.

**Submit all documents as a single PDF file to** [**research@georgebrown.ca**](mailto:research@georgebrown.ca)

Instructions for how to combine and save PDF files:[Microsoft](https://support.office.com/en-us/article/save-or-convert-to-pdf-or-xps-d85416c5-7d77-4fd6-a216-6f4bf7c7c110?ui=en-US&rs=en-US&ad=US)**;** [iOS](https://support.apple.com/en-ca/guide/mac-help/save-a-document-as-a-pdf-on-mac-mchlp1531/mac)

**FOR INTERNAL USE ONLY**

**Approver:** Click here to enter text.

**Decision:** Click here to enter text.

**Date:** Click here to enter a date.

**Comments:** Click here to enter text.