Toronto School of Theology

Research Ethics Submission Process (Doctor of Ministry)

All student projects require ethical and academic oversight by the Toronto School of Theology. All projects involving research with human subjects must also be submitted to the Research Ethics Board at the University of Toronto, subject to the UofT Guidelines on the Use of Human Subjects in Research.

TST Doctor of Ministry students and supervisors must follow these procedures in order to submit a Research Ethics proposal:

1. The **student** will submit a completed MRHP application worksheet with their Thesis Proposal. The **Supervisor** and **DMin Director** will offer feedback on the worksheet, and the **student** will revise the document as necessary subsequent to the approval of their Thesis Proposal. See http://www.research.utoronto.ca/forms/ for MRHP worksheet.
2. Once the Thesis Proposal is approved, the **Supervisor** will email raise@utoronto.ca and request that the student be set up as a "TST PI" (copying the student's University of Toronto email address).
3. **The RAISE team** will inform the student when their account is ready, copying the Supervisor and attaching a copy of the "TST approval form," to be used in step 5.
4. The **student** will complete the protocol online (see Appendix), listing the Supervisor and the DMin Director as "external collaborators." DO NOT SUBMIT THE PROTOCOL. Go to http://aws.utoronto.ca/services/my-research-mr/.
5. The **student** will generate a PDF of the online protocol and send a copy to the Supervisor for approval. When the Supervisor is satisfied, the **Supervisor** will sign the TST approval form and combine the protocol and approval form into a new PDF document (create PDF of protocol with approval form as last page). The **student** will then submit (offline) the protocol and approval form (now in a single document) to the DMin Office. When the DMin Director is satisfied, the **DMin Office** will return the approved protocol and the signed approval form to the student. This process may need to be repeated.
6. The **student** will upload a PDF of the protocol plus approval form with the signatures of both their Supervisor and the DMin Director to section "13 – Documents attached" in the MRHP protocol, and then submit the protocol in MRHP.
7. The **student** can monitor the progress of the Research Ethics Board online.
8. Once the student has received approval from the Research Ethics Board, the **student** must forward a copy of the approval to the DMin Office.

If you need help with the technical aspects of submitting your protocol, contact: raise@utoronto.ca.

More information about research ethics can be found at: http://www.research.utoronto.ca/policies-and-procedures/.

How do I get a copy of my approval letter?

An email notification is sent to the principal investigator (PI) when a Human Protocol (HP) is approved. The approval letter for the protocol appears on the last page of the PDF of the protocol that can be generated from within the approved protocol.

Log into My Research at http://aws.utoronto.ca/services/my-research-mr/

Click on:
1. My Research
2. Human Research Protocols
3. PI
4. My Human Research Protocols
5. Protocol to select (will be highlighted in orange)
6. "Open Folder View" button

7. Click on "View Currently Approved" button (**or** under Approved tab click on Document #)

8. Click on Generate PDF (accessible from any section of the document)

Required copy of the approval letter of the protocol is on the last page of the generated PDF.

RIS Protocol Number: 35486

Approval Date: 17-Jan-18

PI Name: Dr Adrianna

Division Name:

Dear Dr Adrianna

Re: Your research protocol application entitled, "NP 11.01"

The "Health Sciences REB" has conducted a "" review of your application and has granted approval to the attached protocol for the period 2018-01-17 to 2019-01-17.

Please be reminded of the following points:

- An **Amendment** must be submitted to the REB for any proposed changes to the approved protocol. The amended protocol must be reviewed and approved by the REB prior to implementation of the changes.

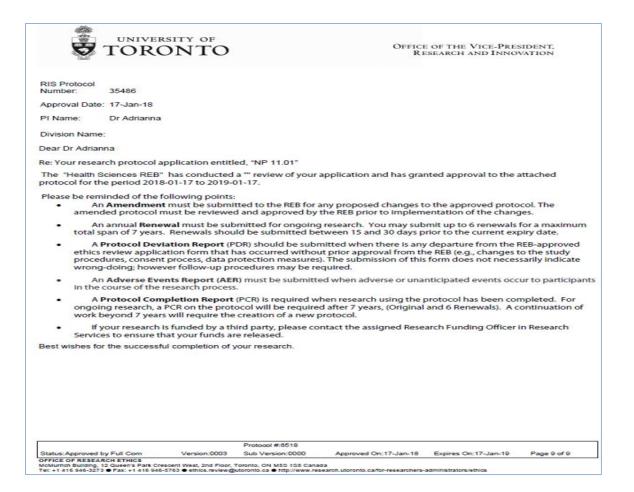- An annual **Renewal** must be submitted for ongoing research. You may submit up to 6 renewals for a maximum total span of 7 years. Renewals should be submitted between 15 and 30 days prior to the current expiry date.

- A **Protocol Deviation Report** (PDR) should be submitted when there is any departure from the REB-approved ethics review application form that has occurred without prior approval from the REB (e.g., changes to the study procedures, consent process, data protection measures). The submission of this form does not necessarily indicate wrong-doing; however follow-up procedures may be required.

- An **Adverse Events Report** (AER) must be submitted when adverse or unanticipated events occur to participants in the course of the research process.

- A **Protocol Completion Report** (PCR) is required when research using the protocol has been completed. For ongoing research, a PCR on the protocol will be required after 7 years, (Original and 6 Renewals). A continuation of work beyond 7 years will require the creation of a new protocol.

- If your research is funded by a third party, please contact the assigned Research Funding Officer in Research Services to ensure that your funds are released.

Best wishes for the successful completion of your research.

| Status: Approved by Full Com | Version:0003 | Protocol #:6518 Sub Version:0000 | Approved On:17-Jan-18 | Expires On:17-Jan-19 | Page 9 of 9 |

Please contact the RAISE Helpdesk at 416-946-5000 or raise@utoronto.ca with any questions.