

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, 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/>.