

## PROTOCOL DEVELOPMENT REQUEST FORM

Any research involving human participants, including secondary data, and human biological materials that is conducted by a faculty member, employee, student of Simon Fraser University, or Adjunct Faculty member of any Department, School, or non-Departmentalized Faculty of Simon Fraser University must be reviewed and approved by SFU Research Ethics Board (REB). REB approval is required in order for the Research Services to release funding that will involve human participant research. In some cases, a grantee requires a portion of their grant in order to undertake non-human research required to develop a detailed research protocol that can be submitted to the REB for review. Early release of a portion of first year funding may be required to begin such protocol development.

A process for early release of a portion of first year funding for protocol development has been developed to enable SFU grantees to request limited access to their grant funds *prior* to their obtaining SFU Research Ethics Board (REB) approval for work to be undertaken that will involve human participation research. Funds released to grantees under this process may not be used for human participation research. Once an Ethics certificate has been received, the Research Services will approve release of the remaining portion of the first year's grant.

Those grantees provided with early release of a portion of their research funding for the purpose of developing the research protocol to be submitted for Ethics review are expected to submit their protocol to the REB within the first year of the grant. Early release of research funds is normally available only for multi-year SFU-led research grants. Early release is not normally available for research contracts under which the University is being asked to agree to undertake human participation research as part of the deliverables established in the contract. Early release is also normally not available for short-term grants and sub-grants funded for the purpose of carrying out human participation research. Such short term grants can usually be anticipated well enough in advance in order to allow the full amount to be released at the start of the project.

***Statement of Intent to involve Human Participants in Research Studies***

**GRANTEE:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**FUNDING AGENCY:** \_\_\_\_\_  
**GRANT TITLE:** \_\_\_\_\_

*The above referenced research requires the use of humans and/or their data; however, the research is not sufficiently developed in order to submit an application to the REB.*

*Please provide on an attached page a description of the work to be done that **does not** require human ethics approval.*

*In order to carry out preliminary described on the attached page prior to submitting an Ethics application, I require \$\_\_\_\_\_ from the first year of my grant funding. I hereby confirm that before any human participants are recruited or their secondary data/biological materials accessed, I will submit a request for ethics approval to the Research Ethics Board (REB) and will not proceed with that part of the research until I have received the REB's approval.*

**Grantee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RELEASE OF FUNDS RECOMMENDED: AMOUNT: \$ \_\_\_\_\_

**Research Services:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Research Ethics acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PROTOCOL DEVELOPMENT JUSTIFICATION

*Please provide a brief description of research activities that do not require SFU Research Ethics Board (REB) approval and a justification for the requested funds.*

**TOTAL request: \$** \_\_\_\_\_