

## Appealing REB Decisions

Researchers may appeal a decision made by the Research Ethics Board in regard to their ethics application (Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2, 2022, Chapter 6, Section C).

### Step 1: Request Reconsideration by REB

The researcher may request a reconsideration of their application by the REB. The researcher should be given an opportunity to clarify any portion of their application and/or provide additional information to the REB.

- The researcher will email [researchethics@bowvalleycollege.ca](mailto:researchethics@bowvalleycollege.ca) to request a reconsideration. The research assistant to BVC's REB will notify the REB chair and members of the issue. The REB chair will schedule a meeting with the researcher and at least one REB member to discuss the issue(s) with the ethics application.
- The researcher will receive notification of the REB decision in writing within one (1) week of this meeting.
- The researcher and the REB must have fully exhausted the reconsideration process and the REB must have issued a final decision before the researcher initiates an appeal.

### Step 2: Appeal the Decision

If a researcher would like to appeal a BVC REB decision, they must justify the grounds for reconsideration and indicate any alleged breaches to the established research ethics review process, or any elements of the REB decision that are not supported by the TCPS2, 2022.

Appeals should be handled by the mechanism outlined in the Bow Valley College policy: [Ethical Conduct for Research involving Human Participants](#).

### Step 3: Notify the Research Assistant to BVC's REB

If the REB and the researcher cannot reach an agreement through face-to-face discussion, the researcher(s) must notify the research assistant to BVC's REB with written details of the appeal (i.e., what is to be reconsidered, the decision of the REB and grounds/issues of the disagreement) within thirty (30) days of the final REB decision.

### Step 4: Forward File to Red Deer Polytechnic/Northwestern Polytechnic

The research assistant to BVC's REB will forward the file to either the Associate Vice President, Academic, Red Deer Polytechnic or Provost and Vice President Academic, Northwestern Polytechnic with a cover letter requesting an Appeal Board review.



The research assistant will notify the VP Academic Bow Valley College of the appeal and obtain a signed waiver in favour of Red Deer Polytechnic or Northwestern Polytechnic to protect the institutions from any liability related to the review.

### **Step 5: Red Deer Polytechnic/Northwestern Polytechnic Ethics Review**

Red Deer Polytechnic or Northwestern Polytechnic will perform their own review of the appeal and will determine if there has been a procedural error that influenced the decision of Bow Valley College's REB within thirty (30) days of receiving the file.

The Red Deer Polytechnic/Northwestern Polytechnic REB will transmit its decision in writing, with explanation, to all parties, within ten (10) working days of the decision.

These results will be binding on the appellant and BVC and any reconsideration of the application will be binding and not subject to further appeal (TCPS2, 2022, Article 6.20).

For more information regarding appeals of REB decisions, please see:

- BVC Policy: [Ethical Conduct for Research Involving Human Participants](#)
- [Tri-Council Policy Statement 2, 2022 Chapter 6.](#)