



Senate

Policy Name	Research Ethics Training Requirement
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Responsibility for Revision	UREB
Responsibility for Implementation	UREB

Purpose:

Mount Saint Vincent University is committed to ensuring that research conducted under its auspices is done with the highest ethical standards. As part of this commitment, the University Research Ethics Board wishes to ensure that researchers are provided with a knowledge base in regards to the ethical conduct of research that involves human participants. Understanding and adhering to the TCPS and University guidelines ensure that researchers carry out their research in an ethically balanced approach. With the changes to the TCPS (2010) as well as enhanced MSVU policies, procedures and guidelines, it is important that researchers are educated in, are aware of, the principles, expectations and best practices associated with the ethical conduct of research. The recently updated Tri-Council Policy Statement has resulted in a new training tool, the **Course on Research Ethics (CORE) Tutorial**. The tutorial provides researchers with the background and awareness needed to ensure research meets the TCPS and University ethical standards, and is a valuable tool in all research training and orientation.

Beginning **July 1, 2014**, the UREB will begin phasing in the requirement that all researchers who are involved in research with human participants complete the CORE Tutorial as a minimum education standard. This will be a fully phased in requirement by **July 1, 2016**. Please note that this training requirement applies only to those who conduct or supervise research with human participants.

Definitions:

- CORE – Course on Research Ethics, a tutorial offered by the Panel on Research Ethics that provides a general background and awareness needed to ensure research with human participants will meet the ethical standards of the TCPS
- PRE – Panel on Research Ethics. PRE is responsible for addressing the evolving needs of the three granting agencies (SSHRC, NSERC and CIHR) in promoting the ethics of research involving humans.
- TCPS - *Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans, 2nd edition*, released December 2010 and provides the foundation of MSVU's policies and procedures for research ethics. Please consult the website for the current version: <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>
- UREB – University Research Ethics Board at Mount Saint Vincent University
- DREB – Departmental Research Ethics Board. This also includes the Faculty of Education's research ethics board.

Core Tutorial

It is important that all researchers (students, faculty, post-doctoral researchers and staff) have sufficient knowledge and training to conduct research involving human participants in an ethical manner. Education in research ethics is part of the UREB's mandate as per the Senate Terms of Reference as well as the TCPS. The CORE Tutorial is available online and is an efficient and well-organized eight (8) module course which can be completed in one sitting in various stages. Researchers must register using their MSVU email account before proceeding to the tutorial. Once the tutorial is complete a certificate will be issued. The Research Ethics Coordinator at MSVU will have access to a listing of all MSVU students, faculty and staff who have completed the Tutorial, only if researchers utilize their MSVU email account at registration.

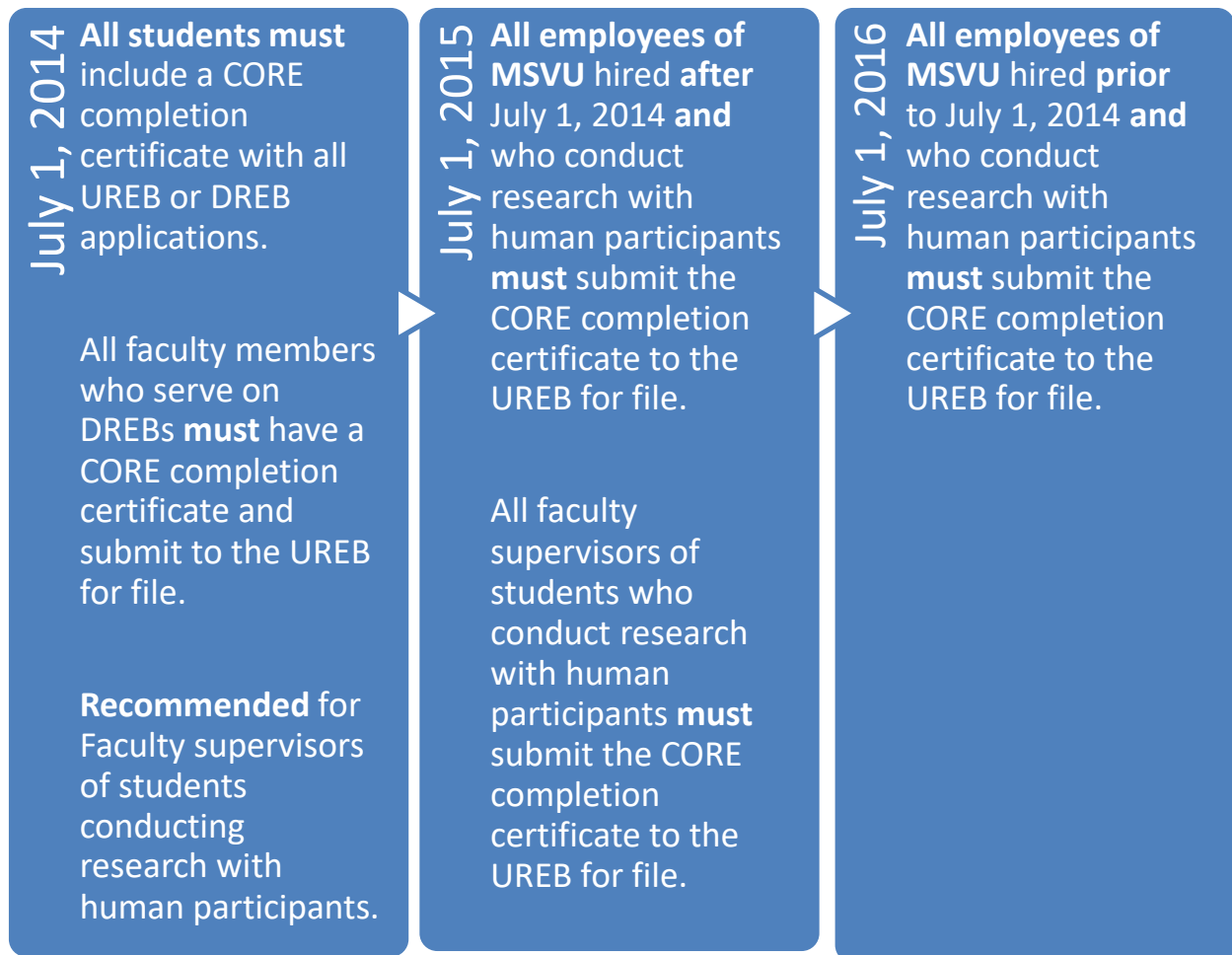
Once completed, the UREB will not require researchers to complete this tutorial again unless PRE makes substantial modifications to the tutorial. PRE will continue to develop modules for specific areas of research. As they become available, they will be included in this policy initiative and this policy will be updated. If working with First Nations, Inuit and Métis peoples of Canada, researchers also will be required to complete that specific CORE module once it becomes available. The UREB will continue to develop and enhance learning initiatives in house to complement the CORE Tutorial.

Policy

Beginning **July 1, 2014**, the UREB will begin phasing in the requirement that all researchers who are involved in research with human participants complete the CORE Tutorial as a minimum education standard. This requirement will be fully implemented by July 1, 2016 (Please refer to the timeline for a complete schedule.) Faculty and staff of MSVU will be required to submit a copy of the CORE Certificate of Completion only once.

The UREB will maintain a list of faculty and staff who have completed the tutorial. Students will be required to submit a CORE Certification of Completion with each initial application.

Please note that this policy applies only to those who conduct or supervise research with human participants.



The term "employees" includes everyone (in paid or unpaid positions) who is involved with research involving human participants.

*** NOTE – Current CORE Tutorial Certificates dated after June 15, 2011 while at another institution or faculty prior to being affiliated with MSVU will be accepted.

Procedures:

- Check out the [CORE User Guide](#)
- Review the [Common Questions](#) section of the TCPS CORE Tutorial website
 - [Register](#) an account - When registering, identify Mount Saint Vincent University as your institution. Please use your MSVU email address when you set up your account.
 - Start the three-hour, basic online tutorial, this can be done in one session or in multiple sessions

Helpful Links:

Core Tutorial Main Page	http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/
CORE User Guide	http://tcps2core.ca/content/user-guide
TCPS Documentation	http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/
MSVU Research Ethics Policies and Procedures	http://www.msvu.ca/en/home/research/researchethics/policies/default.aspx

If you have questions, please email the Research Ethics Coordinator at brenda.gagne@msvu.ca or telephone 902-457-6350.