


PROCEDURE: 300.07.02

SECTION: Academic Affairs	
TOPIC: Research, Artistic and Creative Investigations Ethics	
EFFECTIVE DATE: January 29, 2014	REPLACES: 300.07.01 Research Involving Human Participants
LATEST APPROVAL DATE: January 29, 2014	
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APPROVING AUTHORITY: 	
Original signed by President + CEO	

SCOPE

This procedure applies to research, artistic and creative investigations involving human subjects and animal subjects undertaken by members of the ACAD community which includes students, faculty, staff, visiting artists, and contractors to the College. References to research in this procedure shall be understood as including research, artistic or creative investigation.

This procedure is specific to questions of research, artistic involving a relationship between the researcher and other subjects. It supplements but is not identical to College procedures governing acceptable behavior (Code of Conduct, Student Conduct and Health and Safety).

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1. AUTHORITY AND MANDATE

- 1.1. The Office of the Vice President Research and Academic Affairs (VPRAA) is responsible for overseeing the implementation of this procedure.
- 1.2. The VPRAA is responsible for ensuring that research undertaken by members of ACAD community is reviewed and deemed to comply with accepted institutional and sector standards and guidelines.
- 1.3. The Research Advisory Committee (RAC) presents a report to Academic Council annually.
- 1.4. The Research Ethics Board (REB) has the mandate to approve, reject, propose modifications to, or terminate any proposed or ongoing research which is subject to REB review.
- 1.5. A decision of the REB may be appealed to the VPRAA.
- 1.6. If the VPRAA agrees to an appeal hearing, the REB shall be instructed to reconsider its original decision. If the REB upholds its original decision, there shall be no further grounds for appeal.
- 1.7. Research involving human subjects and/or animals that has not been submitted to and approved by the REB as required pursuant to this procedure cannot be undertaken.

2. RESEARCH ADVISORY COMMITTEE

2.1 Terms Of Reference

The Research Advisory Committee is a standing committee of Academic Council in developing institutional research strategy and maintaining effective procedures and mechanisms to advance research capacity.

2.2 Membership

- 2.2.1 Eligible committee membership includes the following:
 - Vice President Research and Academic Affairs (ex officio);
 - Director, Research and Graduate Studies (Committee Chair);
 - School Chairs and other Senior Academic Officers
 - Director, Library
 - Faculty (up to 4 members)
 - Members of the Research Ethics Board
- 2.2.2 The meeting schedule will be determined by the Committee Chair.
- 2.2.3 Membership terms will be at least two years and will be staggered to ensure continuity.
- 2.2.4 A vice-chair will be appointed from the membership by the VPRAA

2.3 Quorum

Minimum quorum shall be one representative from each of the four Schools; of whom 2 will be faculty members, and one Senior Academic Officer (SAO).

2.4 Duties And Responsibilities

- 2.4.1 Develops strategy, initiatives and reviews current institutional practices and best practices to enrich and develop the institutional research capacity.
- 2.4.2 Reports to Academic Council on its discussions and recommendations.

3 RESEARCH ETHICS BOARD

3.1 Terms Of Reference

The Research Ethics Board is a standing committee of the Research Advisory Committee which evaluates research, artistic and creative investigations involving human subjects and animal subjects.

3.2 Membership

3.2.1 Eligible committee membership includes the following:

- Vice President Research and Academic Affairs (VPRAA) (ex officio);
- Chair (is a member of the REB who is appointed by the VPRAA in consultation with the RAC)
- 2 Faculty members with broad expertise in research methodology
- 1 Faculty member knowledgeable in ethics
- 2 members from the external community at least one of whom has no formal affiliation with ACAD.

3.2.2 The Committee will appoint a Vice-Chair from its membership.

3.2.3 The meeting schedule will be determined by the Committee Chair.

3.2.4 Membership terms will be at least two years and will be staggered to ensure continuity.

3.2.5 Gender diversity will be represented with respect to the committee membership.

3.2.6 At the discretion of the REB Chair, temporary members may be appointed on an ad hoc basis, or outside advice and opinions solicited, when special expertise regarding participant populations, research disciplines, methodologies or other matters is required to reach a competent decision.

3.2.7 All REB members shall be competent to judge the ethical acceptability of proposals and shall be knowledgeable about ACAD standards and about the specific procedures of the ACAD REB.

3.3 Quorum

Shall be the Chair or Vice-Chair and two (2) faculty members.

3.4 Duties And Responsibilities

3.4.1 Assesses and renders decisions regarding research involving human subjects and animal subjects.

3.4.2 Provides guidance and criteria in a dialogue with applicants for proposals to ensure research is in compliance with:

- Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2)
- Canada Council on Animal Care: Ethics of Animal Investigation
- College Art Association: Use of Animal Subjects in Art.

4 RESEARCH INVOLVING HUMAN SUBJECTS

4.1 Research involving human subjects shall not violate applicable city, provincial, or federal law.

4.2 Research involving human subjects shall follow ACAD policies, procedures and guidelines.

4.3 Research involving human subjects shall follow guidelines established by the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2).

http://www.ethics.gc.ca/archives/tcps-eptc/docs/TCPS%20October%202005_E.pdf

4.4 Any project involving human subjects in research, art or creative investigations is required to receive prior approval by the Research Ethics Board.

5 RESEARCH INVOLVING ANIMAL SUBJECTS

5.1 Research involving animal subjects shall not violate applicable city, provincial, or federal law.

5.2 Bringing live animals to ACAD shall follow ACAD policies, procedures and guidelines.

5.3 Research involving animal subjects shall follow the guidelines set out by: Canadian Council on Animal Care (CCAC) policy statement on ethics of animal investigation; and the College Art Association (CAA) where not in conflict with item 5.1.

http://www.ccac.ca/en/standards/policies/policy-ethics_animal_investigation

<http://www.collegeart.org/guidelines/useofanimals>

5.4 Any project involving animals as subjects in research, art or creative investigations is required to receive prior approval by the Research Ethics Board.

5.5 Animals shall be defined as any living non-human vertebrate and any living invertebrate including free-living and reproducing larval forms.