

## ETHICS APPLICATIONS

### Top 4 most common mistakes

1. **Not reading the policy!** Most answers can be found in the policy itself. Researchers are advised to read all parts of the policy carefully before undertaking the application itself. You know your project best, so it is up to you to design and describe a study that adheres to the REB policy (& TCPS-2). Of course, the REB/REB Chair can be approached for feedback or clarification, but the onus is on you.
2. **No 'project end date'** (see page 3, section 4.4 of the application). This is important information that is sometimes overlooked. The end date can be approximate/tentative, but the REB must have your best estimate so that we have all the relevant information.
3. **An unclear, confusing description of the design of the research.** Remember that ethical research is well-designed research. If your description of what you plan to do isn't clearly explained and/or is missing relevant information then it is likely that your application will be rejected. The rationale (theory) for your research is important too, and must also be clearly explained, but it is imperative that the REB has a clear understanding of how you intend to carry out your research by means of its design and methodology.
4. **Misleading or incomplete consent forms/letters.** When preparing your consent form/letter please remember that it must be written in a way that is understandable to everyone. It must contain all relevant information (see REB policy) and be free of jargon. You are advised to reference the consent form template that is available on the STMU REB website.