**Aurora College REC Guidance for Applications for Ethics Review:**

**Preparing for a Presentation to the REC**

All researchers who submit an application for review to the Aurora College Research Ethics Committee (REC) are invited to present their project to the REC members at an upcoming review. This provides a valuable opportunity for researchers to give an overview of their project to the REC, discuss any ethical issues they have identified, and answer REC member’s questions. The information presented in this guidance document is designed to help you prepare for your presentation.

**Why have I been invited to give a presentation to the REC?**

All researchers are invited to present their project to the REC. While the presentation is not a mandatory part of REC review, it does provide a valuable opportunity for you to discuss your project with the REC and answer any questions the members may have. Through this discussion, it may be possible to resolve issues that would otherwise be raised in written comments after the REC review, which it a more time consuming process. Your participation in the REC meeting therefore helps to make the review of your project much more efficient.

**How long should the presentation be?**

You should prepare a 5 to 10 minute presentation.

**When and where will the REC meeting be held?**

The REC meetings are held by teleconference with committee members from all three campuses of Aurora College and community members. You can choose to attend in person at one of the college campuses or call in to the teleconference line.

**Do I have to provide PowerPoint slides?**

You do not have to provide slides or notes of your presentation. If you choose to provide the committee with supplementary material, please submit it to chairrec@auroracollege.nt.ca **at least three days in advance** of your presentation, so it can be circulated to the committee.

**What do I need to include in the presentation?**

Your presentation should provide an overview of your project and highlight key elements of the study and the ethical issues that may arise. It is meant to help the REC members understand your proposal. The following outline is provided as a guide – feel free to briefly touch on all or some of these points:

* *Introduction:*
Introduction of the principal investigator and research team, explanation of the motivation to conduct the study, presentation of the research question, objectives, and rationale for the study;
* *Design, Methods and Procedures*:
Description of methodology, procedures that participants will be involved in, and proposed analysis, including potential limitations of the study;
* *Recruitment and Study Population:*
	1. How will the participants be recruited/approached?
	2. What are the inclusion/exclusion criteria?
	3. Are any of the prospective participants faced with circumstances that may lead to research-related vulnerabilities?
* *Compensation and Reimbursement:*
1. Will you offer any compensation or reimbursement to the participants?
2. How much will be offered? What is the justification for this amount?
3. How will you deal with compensation in the event of withdrawal?
* *Potential Risks and Anticipated Benefits:*
1. What are the potential and expected risks for the study participants and the community?
2. What are the anticipated and potential benefits for the study participants and to the community?
* *Privacy and Confidentiality:*
1. What types of data are included?
2. Who will have access to the data?
3. How will the personal information and identity of the participants be protected?
4. How will the data be managed?
* *Consent and/or Assent Processes:*
1. Who will consent/assent?
2. Who will obtain the consent/assent?
3. How/where will the participant give his/her consent/assent?
4. What information will be given to the participants?
* *Dissemination of Results and Communication of Results to Participants:*
1. How will the study results be disseminated
2. How will results be communicated to the participants/community?
* *Archiving of Data/Samples:*
1. How long are the data/samples stored after the completion of the study?
2. How will they be stored?
3. Are there any possibilities for future use of the data/samples?
4. Have the participants consented to this storage and future use?

**What kind of questions will the REC members ask?**

The REC members will ask questions that will help them to conduct a thorough ethics review of your project. They may ask you to clarify some discrepancies or elements that lack detail in the study documentation, to discuss some of the risks involved in your proposal, or to provide a rationale for the proposed approaches. They may also request some modifications to your study documents, such as your informed consent forms or your recruitment materials.

**Will the REC tell me their decision at the end of my presentation?**

No.The research ethics office will send you theREC’scomments/questions/suggestions or confirmation that the project meets ethical requirements, as the case may be, approximately 7 to 10 business days after the REC meeting. After the REC concludes that your project meets ethical requirements, you will receive a letter and Certificate of Ethics Review from the REC.