

Research Ethics Board

Administrative Approval Process (Signatures)

Research Ethics approval does not constitute Institutional approval. The following process is intended to:

1. Provide Mohawk College management with the opportunity to give permission to have staff and/or students participate in a research project. Permission will not be unreasonably withheld.
2. Ensure that the research project does not unreasonably interfere with Mohawk College staff and students.
3. To facilitate internal or external researchers with easy and appropriate access to Mohawk College staff and students for research purposes.

Required Signatures for research occurring at Mohawk College:

- If the Principal Investigator is a staff member at Mohawk, their direct supervisor (Dean, Director or Vice President) must sign the application form as Faculty Advisor.
- If the Principal Investigator is conducting this research project for academic credit (i.e. course work requirement, capstone project, thesis, etc.), their academic supervisor must sign as Faculty Advisor on the application form. The approval of a Faculty Advisor helps to ensure the academic quality of the project.

Researchers seeking access to Mohawk College staff, students and/or Faculty for research purposes in a specific department or program:

- Whether the Principal Investigator is affiliated with Mohawk or not, Departmental Acknowledgement is required (Director, Chair or Dean of the school or department where the research will be conducted).
- If you don't know who should sign as Departmental Acknowledgement, contact the Mohawk College REB Coordinator reb.coordinator@mohawkcollege.ca for guidance. Approval must be given by a Dean or Director, or by someone to whom they've delegated this responsibility. The Researcher is responsible for obtaining the Departmental Approval signature/s.

Researchers seeking college-wide access to Mohawk College staff and/or students for research purposes:

- Where the Principal Investigator requires access to students, Faculty or staff across the college, an Institutional Approval form must be submitted with the application. The signature of the Vice President Academic will be obtained by the REB on behalf of the Investigator.
- Complete the Administrative Approval form. This form will be an agreement and will include the process for making contact with students and/or staff, and timelines. This should be included in the methodology section of the REB application too.

- Submit the completed UNSIGNED Administrative Approval form to the REB as part of your application. The REB will obtain the signature of the VPA on behalf of the Researcher.

Researchers seeking access to the institutional data of staff and/or students at Mohawk College for research purposes:

- Approval from the Mohawk College Research Ethics Board is a prerequisite for the release of institutional data, but is not a guarantee that Institutional Research will be able to provide the Principal Investigator with the information that they have requested. It is important to ensure that the specific data variables and the number of records required are listed in the application. The Principal Investigator will only be allowed to request access to the information specifically approved in this application. The researcher will require the signature of the VP Corporate Services as Departmental Acknowledgement on the application form.

Requirements for research NOT occurring at Mohawk College:

- If you are affiliated with Mohawk College but your research will not occur at Mohawk, the REB will need a letter of permission acknowledging support from the site/s where the research will occur (e.g. Executive Director/President/Owner) OR a Letter of Ethics Approval from the REB of the site/s where research will occur.