

Recruitment-Only Activities

The jurisdiction of the Conjoint Health Research Ethics Board includes all protocols undertaken by University of Calgary (UC) affiliates, or using its resources.

Facilitating recruitment is a research activity that requires REB review. Where researchers are seeking the collaboration of UCalgary staff and/or using private UCalgary resources (e.g., bulletin boards, email lists/listservs, meeting rooms, in-class announcements) to recruit local participants, an application must be submitted through the research ethics platform (IRISS) for review by the CHREB. The application for recruitment-only research activity is a short form. Research applicants can either be affiliated with, or external to, the University of Calgary.

Where an ethics approval has already been granted by another institution, if the research is minimal risk, the CHREB will recognize the approval under the TCPS2 provisions for multijurisdictional research. While an ethics review will not be undertaken, the short form application must be completed and the ethics certificate of the primary institution uploaded.

To submit an application for this activity, please follow the steps below.

1. Register for an IRISS account (here: <https://www.ucalgary.ca/iriss>). If you are not a UC affiliate (faculty, staff or student) you may request external access for an account.
2. Start an application in IRISS and select the option of "**Instructor-led Course-based Application**" on the *Study Type* page.
3. When entering the study title in the application, preface it with "***Recruitment-Only***."
4. Respond to **Questions 3** and **5** of the submission and select "No" or enter "Not Applicable" for the other questions.
5. Upload the following documents in the submission:
 - a. the approval certificate from the REB of record / lead site,
 - b. a copy of the full ethics application submitted to the lead site's home institution or the REB of record,
 - c. copy(s) of the REB approved recruitment materials that will be used in Calgary
 - d. copy(s) of the REB approved consent forms, and
 - e. copy(s) of the REB approved data collection instruments

Please allow 2-4 weeks for your application to be reviewed, and for an approval decision or revision request to be sent. Once provided, permission to recruit UCalgary participants will only remain valid for one calendar year. If you would like to continue recruiting UCalgary participants, you must complete a renewal request in IRISS.