



Conjoint Faculties Research Ethics Board
Research Services Office
2500 University Drive, NW
Calgary AB T2N 1N4
Telephone: (403) 220-4283/6289
cfreb@ucalgary.ca

Survey/Questionnaire Researchers from External Institutions

If you are an external researcher wishing to recruit UCalgary faculty, staff, or students for a low-risk survey/questionnaire study, and:

1. you do not have a UCalgary collaborator on your project, and
2. you would like to have UCalgary Staff/Resources distribute a survey invitation, and
3. your institution is the only site conducting the study, and
4. no funding will be held by the University.

Then please follow this process:

1. Email cfreb@ucalgary.ca to request an exemption from having to submit through IRISS.
2. The email should outline your study and include the following attachments:
 - a. your institution's ethics approval certificate
 - b. your institutional ethics application
 - c. your survey, questionnaire, and/or interview guides
 - d. consent forms and recruitment materials (if applicable)
 - e. signed operational approval from the correct area within UCalgary who will be distributing the study materials

You will then receive an acknowledgement that UCalgary recognizes the ethics approval granted by the other institution.

Should you have any questions about the eligibility of your study or the submission process, please contact the ethics analyst at cfreb@ucalgary.ca to discuss.

Note:

All amendments and renewals are to be submitted per usual practice at both the other institution and the CFREB.

The University of Calgary reserves the right to undertake independent REB review of research at the discretion of the Chairs, or delegates, of its REBs.

When the external REB is affiliated with the University of Alberta, the UCalgary PI should use the REB Exchange (REBX) application.