

External Researcher Recruitment Only Requests

Recruiting UFV students, faculty*, and staff* for Behavioural Research when there are no UFV researchers on the study team.

Please note UFV students may not be recruited by an external researcher without operational approval.

If you want to recruit participants from UFV for behavioural research, you do not have a UFV-affiliated researcher on the study team, and your institution is not a member of Research Ethics BC (REBC)**, you may not need to submit a full ethics application if your study meets ALL the following criteria:

1. It has been approved by another TCPS2 compliant Canadian Research Ethics Board (REB).
2. The study is a social science or behavioural research study.
3. It was considered minimal risk by the primary REB.
4. The study activities do not take place in or on UFV facilities and does not use any UFV resources.
5. You will not involve UFV faculty, staff, or students in recruitment activities other than forwarding an email or posting to a listserv.

If your study meets the above conditions, the UFV Human Research Ethics Board (HREB) will need to receive a copy of the full ethics application before you begin recruiting. The package should include the REB approved application and documentation (e.g., consent forms, recruitment materials, surveys, interview scripts), as well as the REB certificate of approval.

Please email materials to Yvette Fairweather at research.ethics@ufv.ca

We will review the file for UFV's involvement in the research and determine if any further information is needed. Please note that we do not allow student information to be released to external investigators for recruitment purposes. If approved, you may request that recruitment information is forwarded on your behalf by Departments/personnel to potential participants for their response.

Once we have confirmed that no additional ethics approval is required, we will forward the application to the Office of VP Students for their approval to recruit UFV students if applicable. Once the study is approved by them, the UFV HREB will notify you by email.

*If you are recruiting faculty and staff via publicly available email addresses, no additional ethics approval is required from UFV provided you aren't using any other UFV resources.

**If your institution is a Research Ethics BC (REBC) partner institution and you will be recruiting via multiple REBC members, an ethics application will need to be submitted on the Provincial Research Ethics Platform (PREP). In this instance, the review and approval will be harmonized amongst all the Boards involved. For more information on harmonized ethics reviews in BC, please see the REBC website: <https://healthresearchbc.ca/research-ethics-bc/info-and-resources/information-for-researchers/>

If you have any questions about the requirements, please contact research.ethics@ufv.ca