

**SRCR Education and Training Support (SETS)  
Grant Application Criteria and Procedures**

**Application Form**

The application should be sent to the Secretariat on Responsible Conduct of Research at:  
350 Albert Street, Ottawa, Ontario K1A 1H5. Please also send by email to the address below.

If you have any questions please call: 613-992-0076 or email: [secretariat@rcr.ethics.gc.ca](mailto:secretariat@rcr.ethics.gc.ca)

<b>Principal Grant Applicant</b>	
Name: Lori Walker	
Affiliation (if applicable – institution, organization, community, etc.): Canadian Association of Research Ethics Boards/ L'association canadienne des commites d'ethique de la recherche (CAREB-ACCER)	
Phone: 905-688-5550 ext. 4876	Email: lwalker@brocku.ca
Address (street, city, postal code, province): c/o Research Ethics Office Brock University 1812 Sir Isaac Brock Way St. Catharines, ON, L2S 3A1	
<b>Administrative Contact Person Responsible for Financial Administration</b>	
Name: Brenda Gagné	
Affiliation (if applicable – institution, organization, community, etc.): CAREB-ACCER	
Phone: 231 - 457-6350	Email: brenda.gagne@msvu.ca
Address (street, city, postal code, province): c/o Research Office Mount Saint Vincent University 166 Bedford Highway, Halifax, Nova Scotia, B3M 2J6	
<b>Type of Education/Training Activity (check all that apply):</b>	
<input checked="" type="checkbox"/> Workshop <input checked="" type="checkbox"/> Webinar <input checked="" type="checkbox"/> Conference <input type="checkbox"/> Seminar <input checked="" type="checkbox"/> Other (please specify below) other educational materials such as e-learning modules	
<b>Focus of Activity (check all that apply)</b>	
<input checked="" type="checkbox"/> TCPS 2 <input type="checkbox"/> RCR Framework	
<b>Title of Activity</b>	
CAREB's Continuing Education and Outreach Strategy	
<b>Goals and Objectives of the Activity (word limit = 300):</b>	
CAREB-ACCER is a Canada-wide professional association for Research Ethics Board (REB) administrators, chairs and members and has representation from all 10 provinces and at least two territories. Its mandate includes provision of basic	

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and continuing education to its members. Over the past 15 years, CAREB has provided a variety of programs and media and is in the process of adding even more. In the coming year, CAREB intends to offer, in addition to its annual national conference, pre-conference workshops and the Pre and Post Newsletter, a webinar series, e-learning modules and membership packages. Many of these educational and informational offerings are not limited to CAREB members; institutions, REB members and researchers benefit from our programs and information as well.

The overarching goal of these CAREB's continuing education outreach strategy is to ensure that CAREB's members and other research ethics stakeholders are able to upgrade their knowledge and professionalism in research ethics, and to continue to stay abreast of up-to-date information. The objectives are therefore:

1. To maintain relevant and up-to-date information and educational initiatives
2. To utilize secure, stable and user-friendly platforms to host educational activities
3. To provide content in both official languages, as much as possible
4. To ensure access at a cost to the individual or institution at a rate that is affordable.

### **Activity Leaders/Developers/Contributors/Staff**

*List the names and the roles of each person involved in the planning and delivery of the activity.  
Attach up to one page/person to describe their relevant experience and expertise.*

#### **Lori Walker – President**

Lori Walker is the Manager, Research Ethics at Brock University, St. Catharine's, ON, where she has oversight of the ethics office, review process, and research ethics boards. She is responsible for the development and implementation of research ethics policies and educational strategies for the Brock community. Lori is also a Sessional Lecturer in the Faculty of Education, Department of Graduate and Undergraduate Studies at Brock, currently teaching Research Methods in Education: Trends in research design, ethics and data analysis, in the Bachelor of Early Childhood Education Program.

Prior to working at Brock, Lori was engaged in a national government research project examining community factors that impact early child development and school readiness. A certified Ontario Teacher (OTC), Lori has a BA (Psychology) and a BEd, both from Queen's University. She also holds an MEd from Brock University, specializing in Educational Inquiry. Her Master's research focused on the roles, responsibilities, and professional identities of Canadian university Research Ethics Administrators.

Lori has been an active member of CAREB since 2007, serving on the Membership Services (2007-2015), National Conference and AGM (2008; 2011-2015), and Professional Development (2010-2015) committees. She delivered REB Advanced workshops in the Social Sciences at CAREB National (2010-2012) and chaired the CAREB Ontario Conference (2011; 2012). In 2011, Lori joined the CAREB Board of Directors as a Member-at-Large and in 2013 was elected Vice-President in charge of Conference Planning.

#### **Suzanne Richardson – Vice-President, Conference Planning Committee**

Suzanne Richardson is a Manager of Pre and Post Review at the University of British Columbia's Clinical Research Ethics Board. She has a BA from UBC. After volunteering at a research lab while obtaining her degree, she sought a career which would allow her to remain within the research community. She has been at the UBC CREB office since November 2004, and has worked through each position in that busy office, from administrative assistant to interim Manager.

Throughout her career, Suzanne has developed and presented a variety of workshops and educational sessions as part of an ongoing initiative to further facilitate the research ethics application process and understanding for researchers at UBC. She participated in the ongoing development of the online researcher driven system used by UBC for research applications. She enjoys interacting with the research community at UBC on a daily effort to enhance their experience of the ethics review process. As part of this initiative, Suzanne has also developed educational tools such as "How-to" guides for researchers using the online application system (RISe).

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### **Sandra Veenstra – Vice-President, Membership and Communications Committee**

Sandra Veenstra is the Ethics Director for the Health Research Ethics Authority (HREA) in St. John's, Newfoundland and Labrador (NL). The HREA is a non-profit agency established by the Health Research Ethics Authority Act (the Act) which came into force in 2011. The Act creates a province-wide authority that ensures all health research is reviewed within the province of NL and conducted ethically. In her role, Sandra manages the provincial research ethics office and oversees the ethics review process of all health research involving human subjects conducted in NL. Part of this role involves coordinating and implementing educational activities for stakeholders as well as liaising with appropriate staff at various organizations and bodies across the province and nationally.

Prior to moving to NL, Sandra was the Senior Advisor- Legal and Ethics for the Health Research Council of New Zealand, the main funding body for health research in New Zealand. Sandra holds a Bachelor of Science degree from Simon Fraser University specializing in cell and molecular biology. Sandra also earned her Master of Bioethics and Health Law degree with Distinction from the University of Otago in New Zealand.

Sandra is an ex-officio member of the HREA Board of Directors, Chairs the Policy Advisory Group, and sits as a member of the provincial Health Information Privacy Advisory Committee. Sandra has been a member of the Canadian Association of Research Ethics Boards (CAREB) and Public Responsibility in Medicine and Research (PRIM&R) since 2011.

### **Delilah Ofosu-Barko – Acting Co-Vice-President, Professional Development Committee**

Delilah received her BMSc, Honours Biochemistry from the University of Western Ontario in 2003. She is currently the Research Operations Manager for Trillium Health Partners in Mississauga, Ontario. She has been a guest lecturer at the University of Toronto, Mississauga Academy of Medicine presenting seminars on Academy-based Research Ethics. She acts as an auditor for the REB Qualification Program for Clinical Trials Ontario. In 2014, Delilah served as a Sub-Committee Chair of CAREB's Professional Development Committee. From 2010-2012 Delilah was a member of the CAREB Ontario planning committee.

### **Rachel Zand – Chair, REB Professional Certification Steering Committee and Acting Co-Vice-President, Professional Development Committee**

Rachel Zand holds a Ph.D. in Nutritional Sciences and has had significant experience in human research as both a researcher and research participant. She began her research ethics career at the University of Toronto in 2002 as a research ethics officer, and has been a director since 2004. She has chaired, co-chaired or has been an active member in several committees and working groups at the U of T including the Research and Education in Research Ethics ((RE)2) Working Group, REB Administrators' Working Group (RAWG) and the Toronto Academic Health Sciences Network Research Ethics Committee (TREC).

In 2003, Rachel joined CAREB and has been an active member ever since. Her participation has included membership in the Professional Development Committee (PDC), Conference Planning Committee (CPC) and Public Affairs Committee (PAC). She is currently chairing the CAREB REB Professional Certification Steering Committee. Rachel has held several positions on the CAREB Board of Directors since 2007, including Treasurer, Vice-President, CPC, President, and now Past-President. Rachel is also active with Public Responsibility in Medicine and Research (PRIM&R), CAREB's American sister organization, where she is a member of the Education Committee and the Poster Abstract Subcommittee.

### **Total Grant Funds Requested and supporting rationale (word limit = 500):**

We are requesting funds for activities that we have received funding for in the past and for additional activities. These

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include:

Audio-visual and translation activities (mostly English to French, but some French to English) for our 2016 national conference and pre-conference workshops. (Previously, we did not have translation for the workshops).

A stable, secure and user-friendly platform to host webinar presentations.

A stable, secure and user-friendly platform to host e-learning modules. This will include archived webinars and online course materials.

English to French translation for e-learning modules, Pre and Post Newsletter, CAREB new member materials.

We are requesting a total amount of \$60,000 to cover, or partly cover these activities.

### **Activity plan: (word limit = 500)**

*Please describe the activity, dates, place, duration, audience, language(s), research disciplines involved, agenda and planned curriculum, etc. Indicate whether there will be a dedicated activity coordinator.*

CAREB 2016 National Conference (May 26-28): to be held at the Intercontinental Hotel in Toronto. Approximately 300 research ethics professionals attend. The conference involves keynote, plenary and breakout sessions, with the majority of sessions given in English, but a minority provided in French. The conference is organized to be relevant to all human research disciplines from clinical trials and biomedical research to socio-behavioural research. The conference is chaired by Suzanne Richardson, Vice-President, Conference Planning Committee.

Pre-conference workshops (May 25): to be held at the Intercontinental Hotel in Toronto. Approximately 200 research ethics professionals are expected to attend. One full day (REB Basics) and six half-day sessions will be held. Most or all of the sessions are provided in English and will focus on general topics that are relevant to all REB administrators. The Pre-conference workshops are coordinated by Rachel Zand, Acting Co-Vice-President, Professional Development Committee (PDC).

Webinars: A series of fourteen webinars are in development, aligned in two separate tracks: Foundational Skills and Special and Emerging Issues. The ten Foundational Skills webinars will be available as archived sessions only, for consistency and accessibility to the REB community. The four Special and Emerging Issues will be held as live webinars and archived afterwards. Audiences may include CAREB members, non-members and/or institutions. It is anticipated that they will all be given in English. The webinars are coordinated by Delilah Ofosu-Barko, Chair, Webinar Subcommittee of the PDC.

E-Learning modules: The syllabus for CAREB's REB Professional Certification program has been developed, with 10 areas and several modules within those areas. These modules will provided the basis for certification, as well as smaller certificate programs on specific topics. Initially, most modules will be created in English, but the goal is to translate them into French as well, for accessibility to all interested REB professionals. They are intended to cover all disciplines and areas relevant to the REB. Rachel Zand, Chair, REB Professional Certification Steering Committee will coordinate these modules.

Newsletter: The Pre and Post Newsletter is offered quarterly to CAREB members to provide up-to-date information on research ethics policies, regulations and activities. Most contributions are provided in English, so translation to French is required. The newsletter is coordinated and edited by Sandra Veenstra, Vice-President, Membership and Communications Committee.

### **Participants: (word limit = 300)**

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*Describe the expected participants (e.g. number, age group, role in the context of research, level of experience with research ethics) and, if applicable, a list of participating institutions, organizations and/or communities.*

Our main audiences are primarily REB administrators, chairs and members and of varied ages (20-75 years old). Their levels of experience ranges from new to the field to 20+ years of experience in research ethics. They represent universities, colleges, hospitals, government, research institutes, private REBs and industry. Some are community members who sit on REBs.

Conference: 300 CAREB-ACCER members and non-members.

Pre-conference workshops: 150 CAREB-ACCER members and non-members.

Webinars: Our goal is to have 50-100 CAREB-ACCER members and non-members participate per live webinar. Successful webinars (as determined by attendee evaluations) will be repeated. We anticipate the archived webinars may be viewed by most (300+) CAREB-ACCER members and will attract new and non-members as well.

E-learning modules: We anticipate that all CAREB-ACCER members (300+) and many non-members will utilize the e-learning modules individually, as distinct certificates, or through the certification process.

Newsletter and Membership packages: 300+ CAREB-ACCER members receive the newsletter and will receive the membership packages, as they have not been provided previously. Afterwards, only new members will receive the membership packages.

### **Promotion: (word limit = 300)**

*Describe how the activity will be promoted to the target audiences and whether there will be dedicated communications staff. Attach a communications plan, if applicable.*

Activities are/will be publicized on the CAREB-ACCER website ([www.careb-accер.org](http://www.careb-accер.org)), associated forum, listserv, and on sister organization websites (e.g. CARA).

### **Outcomes: (word limit = 300)**

*Describe the estimated impact on knowledge re: TCPS 2 and/or the Framework*

All educational initiatives are grounded in TCPS2 and enable REB administrators and members to optimize their understanding and application of it generally, and/or under specialized circumstances or conditions. Other policies, best practices and standards complementary to TCPS2 assist in the development of the education and enable audience members to balance first principles and more specific requirements to problem solve when encountering ethical issues in their work.

While research ethics is the major focus of the educational initiatives, there are planned opportunities to promote understanding and application of the RCR Framework as well. These include sessions within the conference and workshops, as well as the e-learning modules. There are two aims for RCR education. The first is in recognizing that some REB administrators are also responsible for developing and executing research misconduct policies and procedures, and therefore need to be knowledgeable of the requirements. The second is to discuss the REB's role in promoting RCR and ensuring compliance with ethics protocols.

### **Evaluation: (word limit = 300)**

*Indicate how participants will be asked to evaluate the activity and how the results of these evaluations will be shared (e.g. with the Secretariat, with participants, more broadly) and for what purpose.*

Attendees at the conference and workshop are asked to fill out evaluation forms, which are collected and analyzed to determine the quality of the sessions from their perspectives. With the development of certificates and certification, more formal evaluation of what participants learned from the sessions will become as important as how they perceived the sessions. Therefore, for all educational initiatives that are for "credit", there will be a formal test or report for the participant to complete. This will serve as the basis of evaluation of the knowledge they gained from the session, in addition to their evaluation of the session itself.

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<b>Reporting and Dissemination: (word limit = 300)</b>
<p><i>Describe how the outcomes of the activity will be shared. Indicate whether any tools, materials or findings generated by the activity will be shared.</i></p> <p>A report will be written and disseminated to SRCR and other relevant or interested stakeholders on the conference and workshops, including results from the evaluation.</p> <p>Annual reports on the uptake and effectiveness of webinars and e-learning modules will be written and disseminated to SRCR and other relevant or interested stakeholders. Findings will be used for creating new sessions and/or improving those available.</p>
<b>Activity Budget: (word limit = 500)</b>
<p>While we do charge membership and registration fees for conferences and workshops and intend on charging for webinars, these funds are not/will not be used for the activities described in this grant application and therefore have been left out.</p>
<b>Sample materials</b>
<p><i>Attach samples of materials relevant to the activity if applicable and available.</i></p>

### ACTIVITY BUDGET

Lori Walker	CAREB's Continuing Education Outreach Strategy		
<p><i>Fill out only the first column "Estimated Cost" for the funding application. Add rows as needed. If your application is successful, the remaining columns can be filled out in the final report stage.</i></p>			
INCOME	Estimated Cost	Actual Cost	Difference
<b>Internal Funding</b>			
Department/Community Budget			-
Member/User Fees			-
Existing Revenue Streams			-
Other			-
<b>Total Internal Income</b>	-	-	-
<b>External Funding/Other</b>			
Government Grants (specify funders)			-
Foundation Grants (specify funders)			-
Donations			-
Other			-
<b>Total External Income</b>	-	-	-
<b>Total INCOME</b>	-	-	-
EXPENSES	Budget	Actual	Difference
<b>National Conference + Pre-conference workshops</b>			
Audiovisual	42000.00		-

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Translation	4450.00		-
[ itemized expense ]			-
			-
<b>Subtotal</b>	<b>46450.00</b>	-	-

<b>Webinars</b>			
Platform cost	1280.00		-
[ itemized expense ]			-
[ itemized expense ]			-
[ itemized expense ]			-
<b>Subtotal</b>	<b>1280.00</b>	-	-

<b>E-Learning Modules</b>			
Platform cost	5000.00		-
Translation	5000.00		-
[ itemized expense ]			-
[ itemized expense ]			-
<b>Subtotal</b>	<b>10000.00</b>	-	-

<b>Newsletter</b>			
Translation	4000.00		-
[ itemized expense ]			-
[ itemized expense ]			-
[ itemized expense ]			-
<b>Subtotal</b>	<b>4000.00</b>	-	-

<b>Total EXPENSES</b>	<b>61730.00</b>	-	-
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<b>NET (Income - Expenses)</b>	<b>61730.00</b>	-	-
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