



Dear Colleague(s)

The NCEHR Site-Visit Team is looking forward to working with your institution in reviewing ethics processes for research involving humans. The site visit offers an opportunity to advance the protection and well-being of human participants in research; and to foster high ethical standards for the conduct of research involving humans. The Site Visit Team plans to meet with key institutional stakeholders including the President or designate, the senior administrative office responsible for overseeing ethics processes in human research, REB Chairs and members, university researchers, graduate students, and participants in research projects. There may also be partnership stakeholders that you recommend meet with the Site-Visit Team.

There are two pre site-visit surveys to be filled out and returned to the NCEHR office along with supporting documents at least two weeks prior to the on-site visit. Survey A focuses on Governance Issues and should be filled out and signed by the person who has overall responsibility for the ethics review process in human research. Survey B focuses on the institutional REB (Research Ethics Board) review process. Survey B should be filled out and signed by each REB Chair.

Individual Institutional data is kept confidential. However, NCEHR will annually aggregate data from the site visits as a mechanism for benchmarking ethics processes in human research. This information will be made available on the NCEHR web site.

If you have any questions about either of these surveys, please e-mail office@ncehr-cnerh.org or telephone (613) 233-5445.

Sincerely,

Barbara McGillivray, Past President NCEHR