**Tip sheet #2 – Ethics submission process and deadlines**

*If you are a researcher seeking information about the ethics submission process and deadlines, these key questions will help to clarify.*

**What forms should you use? To what committee do you need to submit your protocol?**

This depends on the nature of the research being conducted, and the subjects of the research. Research generally falls into two categories:

* **Faculty members conducting research involving human participants.** Here, you can access all relevant forms (such as HPRC Protocol Form, Informed Consent Form Template, Renewal Application etc.) via [YU Link](https://yulink-new.yorku.ca/group/yulink/research-documents-forms#ORE).
* **Students conducting research conducting research involving human participants.** Here, you can access all relevant forms (such as HPRC Protocol Form, Informed Consent Form Template, Renewal Application etc.) via the following link and accessing the relevant section (graduate/undergraduate etc.): <http://research.info.yorku.ca/ore/human-participants/>

For more information on which ethics review committee and process is appropriate for your research, please click here: <http://research.info.yorku.ca/ore/human-participants/>

**When can I submit my protocol?**

Protocols are accepted on a weekly basis: up to Thursday at noon. Protocols are pre-screened and, barring any significant issues, are forwarded to the committee for review the following Tuesday.

**How long does the review process take?**

Ethics review processes vary by committee. However, in general, protocol review takes on average 20 working days.

The following are average review times from date of circulation to committee:

1. **New protocols** (HPRC):

* Minimal risk: 20 working days
* More than minimal risk: 4 to 6 weeks
* Research involving Indigenous Peoples: 4 to 6 weeks
* Research involving external institutions: 4 to 6 weeks

1. **Graduate theses and dissertations**

* Minimal risk: 4 to 6 weeks

1. **New protocols – Undergraduate/graduate course related research including Major Research Papers (MRPs).**

* Minimal risk: 4 to 6 weeks

1. **Renewals/amendments** (Faculty/staff/student research):

* 7 business days