

POLICY CONTROL

<b>Policy Number</b>	3025
<b>Policy Title</b>	Policy on the Research Advisory and Ethics Committee (RAEC)
<b>Policy Owner / Responsible Offices</b>	Executive Dean & Vice President’s Office
<b>Approval Authority</b>	Academic Council
<b>Applies To</b>	Students, faculty, staff, and external partners involved in research activities under the auspices of IBU
<b>Approval Date</b>	3rd October 2025
<b>Effective Date</b>	3rd October 2025
<b>Review Date/s</b>	October 2028
<b>Revision Date/s</b>	–
<b>Revision Implementation Date/s</b>	–

1. INTRODUCTION AND BACKGROUND

International Business University undertakes teaching-first, applied, and industry-engaged research activities that require structured academic oversight and ethical review. The Research Advisory and Ethics Committee (RAEC) provides a formal governance mechanism to support research development while ensuring compliance with nationally recognized ethical standards for research involving human participants.

2. PURPOSE

The Research Advisory and Ethics Committee (RAEC) is established to provide oversight, guidance, and approval for research activities conducted under the auspices of International Business University (IBU). The RAEC fulfills a dual mandate:

1. **Advisory Role** – to guide the development of research priorities, applied research initiatives, and industry collaborations in alignment with IBU’s mission and strategic goals.
2. **Ethics Oversight Role** – to ensure that all research involving human participants complies with the highest ethical standards, including the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2, 2022).

### 3. POLICY STATEMENT

All research activities conducted under the auspices of International Business University that involve human participants shall be subject to review, approval, and monitoring by the Research Advisory and Ethics Committee in accordance with this policy and applicable ethical standards.

### 4. APPLICABILITY

This policy applies to:

- All domestic and international students registered in a program at IBU. This policy is available to all past, current and prospective domestic and international students of IBU.
- All faculty-led research projects;
- All student research projects conducted for academic credit or degree completion;
- Collaborative projects involving IBU and external partners;
- Any research activity that involves the recruitment of human participants through IBU.

### 5. DEFINITIONS

#### **Research Advisory and Ethics Committee (RAEC)**

The institutional committee responsible for providing research advisory guidance and ethical oversight of research involving human participants at International Business University.

#### **Human Participants**

Individuals whose data, responses, or participation are used for research purposes, whether through direct interaction, intervention, or access to identifiable information.

#### **Minimal Risk Research**

Research in which the probability and magnitude of possible harms implied by participation are no greater than those encountered in everyday life.

### **More than Minimal Risk Research**

Research in which potential risks to participants exceed those ordinarily encountered in daily life, requiring full committee review.

### **Informed Consent**

A process through which participants voluntarily confirm their willingness to participate in research after being informed of all relevant aspects, including risks and benefits.

### **Conflict of Interest**

A real, perceived, or potential situation in which personal, professional, or financial considerations may compromise impartial judgment in research review or decision-making.

## 6. POLICY

### 6.1. COMMITTEE MANDATE

#### 6.1.1 ADVISORY FUNCTIONS

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- Recommend institutional research priorities and thematic areas.
- Support the establishment and operations of Centres of Industry Engagement and Applied Research.
- Advise on applied, industry-partnered, and community-engaged research initiatives.
- Support faculty development in research capacity, training, and mentorship.
- Review and advise on grant proposals submitted under IBU's name.

#### 6.1.2 ETHICS FUNCTIONS

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- Review all proposed research involving human participants for compliance with TCPS2.
- Protect the rights, dignity, and welfare of participants.
- Ensure that risks are minimized, and informed consent is obtained.
- Monitor ongoing projects through annual renewals, amendments, and final reports.
- Suspend or terminate research activities found to be in non-compliance.

### 6.2. MEMBERSHIP

#### 6.2.1 COMPOSITION

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- Chair – Academic Director (ex officio)
- Faculty Members (3–4) – representing different academic areas at IBU
- External Member (1–2) – with research and/or ethics expertise, not employed by IBU
- Community/Industry Representative (1) – with applied or professional experience

relevant to IBU's mission

- Student Representative (1, non-voting) – upper-level student to provide a learner perspective
- Administrative Support (non-voting) – staff member providing coordination, minutes, records (Coordinator, Capstone and Applied Research)

#### 6.2.2 TERMS OF APPOINTMENT

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- Faculty and external/community members: 2-year renewable terms
- Student representative: 1-year renewable term

#### 6.2.3 TRAINING

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- All members must complete TCPS2 CORE (Course on Research Ethics) training before reviewing applications.

### 6.3. MEETINGS AND QUORUM

- The RAEC will meet at least three times annually, and additionally as required for ethics reviews.
- Quorum is defined as 50% of voting members plus the Chair.
- The Chair votes only in case of a tie.

### 6.4. REVIEW PROCEDURES

#### 6.4.1 SUBMISSION

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- Researchers must submit a Research Ethics Application Form with all required attachments.

#### 6.4.2 LEVELS OF REVIEW

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- Minimal Risk Projects – reviewed by 1–2 designated RAEC members.
- More than Minimal Risk Projects – reviewed by the full RAEC.

#### 6.4.3 DECISION CATEGORIES

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- Approved
- Approved with Minor Revisions (Chair verifies corrections)
- Deferred (major revisions required, resubmit)
- Not Approved

#### 6.4.4 TIMELINES

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- Decisions will normally be communicated within 2–3 weeks of submission.

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#### 6.5. POST-APPROVAL REQUIREMENTS

- Amendments – Any change to approved projects must be submitted via the Amendment Request Form.
- Annual Renewals – Required for projects continuing beyond 12 months.
- Final Reports – Required within 3 months of project completion.
- Monitoring – RAEC may request progress updates or conduct compliance checks.
- Adverse Events – Researchers must report any participant complaints or harms immediately.

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#### 6.6. REPORTING

- The RAEC reports to Academic Council.
- An Annual Report will be prepared summarizing:
  - o Number of applications reviewed
  - o Types of projects (faculty, student, industry-partnered)
  - o Outcomes (approved, revisions, not approved)
  - o Training and capacity-building activities

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#### 6.7. CONFIDENTIALITY AND CONFLICT OF INTEREST

- Ethics review deliberations are confidential.
- Members must declare any real or perceived conflict of interest and recuse themselves as necessary.
- Records of applications, reviews, and decisions will be securely stored.

### 7. ROLES AND RESPONSIBILITIES

- **RAEC:** Advisory guidance, ethics review, monitoring, and reporting
- **Chair (Academic Director):** Leadership, quorum management, tie-breaking vote
- **Researchers:** Submission compliance, reporting, and ethical conduct
- **Academic Council:** Oversight through reporting and governance

## 8. REVIEW

This policy will be reviewed every three years to ensure compliance with updated TCPS2 guidelines, institutional priorities, and regulatory requirements.

## 9. COMPLIANCE PROCEDURES

Research activities that do not receive RAEC approval or that fail to comply with post-approval requirements may be suspended or terminated in accordance with this policy.

## 10. EVALUATION AND QUALITY ASSURANCE

RAEC monitoring, annual reporting, and TCPS2 alignment provide auditable evidence of ethical compliance, institutional research governance, and continuous improvement.

## 11. RELATED DOCUMENTS

IBU Ethical Research Policy