

Administrative Approval Process

George Brown College (GBC) and Non-GBC researchers seeking access to GBC staff and/or students for research purposes

When an internal (GBC employee) or external person (non-GBC employee) wishes to conduct research at GBC and involve staff or students as research participants (subjects) two types of permission are required.

1. REB approval is required to confirm that the research is ethical.
2. Administrative approval is required to confirm GBC's institutional approval of the study.

Administrative approval

The following process is intended to:

1. Provide GBC management with the opportunity to give permission to have staff and/or students participate in a research project. Permission will not be unreasonably withheld.
2. Ensure that the research project does not unreasonably interfere with GBC research staff and students.
3. Provide the internal or external researcher with easy and appropriate access to GBC staff and students for research purposes.

Process

1. If you don't know who to seek administrative approval from, contact the GBC Research Office (researchethics@georgebrown.ca) for guidance. Approval must be given by a Dean or Director, or by someone to whom they've delegated this responsibility.
2. Complete the Administrative Approval form and send it to the appropriate person at GBC. This form will be an agreement and will include the process for making contact with students and/or staff, and timelines. This should be included in the methodology section of the REB application too.
3. Submit the signed Administrative Approval sign to the REB as part of your application.