



Section 200	SLC-REB Organization
Title	SLC-REB Authority and Purpose
SOP Code	201.001
Effective Date	2018Jan31

Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to:

1. State the organizational authority under which the St. Lawrence College Research Ethics Board (SLC-REB) is established and empowered;
2. Define the purpose of the SLC-REB;
3. State the principles governing the SLC-REB to assure that the rights and welfare of participants are protected based on the *Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans* core principles: i) Respect for persons; ii) Concern for welfare; and iii) Justice;
4. State the authority of the SLC-REB.



2.0 SCOPE

This SOP pertains to the SLC-REB and establishes its authority and jurisdiction to review human participant research conducted under the auspices of St. Lawrence College (SLC or College) and ensure compliance with applicable regulations and guidelines. The scope of SLC-REB's oversight is limited to those activities defined in the TCPS as "research" involving "human participants".

3.0 RESPONSIBILITIES

St. Lawrence College, all SLC-REB members, and the Research Services Office are responsible for ensuring that the requirements of this SOP are met.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 Procedure

The SLC-REB shall maintain and follow all written policies and procedures in compliance with the TCPS and consistent with federal and provincial regulations, ethical guidelines, and industry best practices when reviewing proposed research projects.

5.1 Statement of Organizational Authority

- 5.1.1 In August 2006, the St. Lawrence College Research Ethics Board (SLC-REB) was instituted as a standing committee of St. Lawrence College. The SLC-REB is established and empowered under the authority of the President and CEO of St. Lawrence College (SLC) to approve, reject, propose modifications to, or terminate any proposed or ongoing research involving human participants that is conducted by SLC faculty, staff or students, or conducted



on its property or under the auspices of SLC; in accordance with the *Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans* (TCPS2, 2014), SLC policies, applicable regulations, and industry best practices.

- 5.1.3 St. Lawrence College requires that all research involving human participants conducted on its property or under its auspices be reviewed and approved by the SLC-REB or designee prior to initiation of any research-related activities.

5.2 Purpose of the SLC-REB

- 5.2.1 The SLC-REB's purpose is to protect the rights and welfare of human participants participating in research;
- 5.2.2 The SLC-REB reviews and oversees research involving human participants to ensure that it meets ethical principles and that it complies with all applicable regulations and guidelines pertaining to human participant protection;
- 5.2.3 These include, but are not limited to, the most current edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, the *Tri-Agency Framework: Responsible Conduct of Research*, the Freedom of Information and Protection of Privacy Act (FIPPA), Personal Health Information Protection Act (PHIPA), and the Personal Information Protection and Electronic Documents Act (PIPEDA).

5.3 Governing Principles

- 5.3.1 The SLC-REB is guided by the ethical principles governing all research involving human participants as encapsulated in the *Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans*:

- Respect for Persons:



- Recognize the intrinsic value of human beings and the respect and consideration they are due;
- Incorporate moral obligations to respect autonomy and to protect those with developing, impaired or diminished autonomy.
- Concern for Welfare:
 - Aim to protect the welfare of participants, and, in some circumstances, to promote that welfare in view of any foreseeable risks;
 - Provide participants with enough information to be able to adequately assess risks and potential benefits associated with their participation;
 - Ensure that participants are not exposed to unnecessary risks.
- Justice:
 - Obligation to treat people equitably with equal respect and concern;
 - Afford special attention, as may be needed, to vulnerable or marginalized people.

5.4 SLC-REB Authority

5.4.1 The SLC-REB is established to review all research involving human participants conducted on the property or under the auspices of St. Lawrence College;

5.4.2 The SLC-REB has the authority to ensure that all research conducted under its oversight is designed and conducted in such a manner that it protects the rights, welfare, and privacy of research participants. Specifically, the SLC-REB has the authority to:



- Establish the ethics review processes, and provide research ethics oversight to ensure the ethical conduct of the research;
- Approve, require modifications to, or disapprove, any research activity that falls within its jurisdiction;
- Ensure that the researcher has policies and procedures to protect the rights, safety and welfare of research participants;
- Request, receive, and share any information involving the research that the SLC-REB considers necessary to fulfil its mandate, while maintaining confidentiality and respecting privacy;
- Conduct continuing ethical review to protect the rights and welfare and privacy of research participants;
- Suspend or terminate the ethics approval for the research;
- Place restrictions on the research;
- Use a joint review process for multi-institutional studies or rely on the review of another qualified REB to avoid duplication of effort;
- Take any actions considered reasonably necessary, and consistent with policies and procedures, to ensure the protection of the rights, safety, and well-being of participants in research conducted under the SLC-REB's jurisdiction.

5.0 REFERENCES

Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans; Tri-Agency Framework: Responsible Conduct of Research (2014); SLC-Policy: Ethical Conduct of Research Involving Humans (2017); SLC-Policy: Research Integrity (2017).

6.0 REVISION HISTORY

SOP Title	Version	Updates
SLC-REB Authority and Purpose	v.201.001 2018Jan31	Original: This SOP was developed based on previous SLC policies and the TCPS using the CAREB/N2 standardized REB SOP format.