

<b>Section 200:</b>	<b>SLC-REB Organization</b>
<b>Title:</b>	<b>Management and Duties of SLC-REB Membership</b>
<b>SOP Code:</b>	<b>204.001</b>
<b>Effective Date:</b>	<b>January 31, 2018</b>

## Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

## 1.0 PURPOSE

This SOP describes the management of the membership of 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 and ensure compliance with applicable regulations and guidelines. The scope of SLC-REB's oversight is limited to those activities defined in the TCPS2 (2014) as "research" involving "human participants".

## 3.0 RESPONSIBILITIES

The Research Services Office is responsible for ensuring that the requirements of this SOP are met.

The Research Services Officer and the SLC-REB Chair or designee are responsible for monitoring and managing SLC-REB membership.

## 4.0 DEFINITIONS

See Glossary of Terms.

## 5.0 PROCEDURES

SLC-REB membership (e.g., appointment, terms) must be adequately managed to continue to meet applicable regulatory composition requirements and to maintain the appropriate diversity, experience, and expertise for the type and volume of research reviewed.

### 5.1 Appointments – Regular Members and Substitute Members

- 5.1.1 SLC-REB members are appointed by the Senior Vice-President, Academic, or designee using the guidelines outlined in Terms of Appointment (below), SOP 201.001, Composition of SLC-REB, and SLC-REB Policy on Ethical Research Involving Humans (2017);
- 5.1.2 Candidates are recruited from SLC faculty and staff to contribute their expert knowledge to the review of research applications;
- 5.1.3 A candidate may self-nominate;
- 5.1.4 Community members (meeting membership requirements) are solicited from the greater local community;
- 5.1.5 Each SLC-REB member selected is appointed in consultation with the SLC-REB Chair and the Director, Innovations and Business Engagement, using guidelines outlined in SLC-REB SOP 201.001, Composition of SLC-REB;
- 5.1.6 Candidates selected to serve on SLC-REB sign a Confidentiality Agreement, and a Conflict of Interest Disclosure Form;
- 5.1.7 All SLC-REB members are required to take the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (TCPS) online tutorial Course on Research Ethics (CORE).

## **5.2 Appointments – SLC-REB Chair**

- 5.2.1 The SLC-REB Chair is appointed by the Vice-President, Academic, or designee in consultation with the Director, Innovation and Business Engagement;
- 5.2.2 The SLC-REB Chair should have at least two years of experience on SLC-REB, with knowledge of local policies and national regulations;
- 5.2.3 The SLC-REB Chair is appointed using the guidelines outlined in Terms of Appointment (below) and SOP 201.001, Composition of SLC-REB;
- 5.2.4 Whenever possible and practicable, the SLC-REB Chair will be selected from experienced SLC-REB members who have expressed interest in becoming the SLC-REB Chair and who are familiar with the applicable regulations and guidance documents;
- 5.2.5 The SLC-REB Chair will sign a *Confidentiality Agreement and Conflict of Interest Disclosure Form*.
- 5.2.6 The SLC-REB Chair will serve for a two-year term to allow for continuity of the research ethics review process. However, the term of appointment can be extended when a Chair possesses relevant and necessary expertise that would be difficult to replace;
- 5.2.7 Re-appointment of the SLC-REB Chair for an additional term will be by the Vice-President, Academic, or designee under the advice of the Director, Innovation and Business Engagement, approval of the SLC-REB membership, and with the agreement of the SLC-REB Chair;

## **5.3 Ad Hoc Advisors**

- 5.3.1 At the discretion of the SLC-REB Chair or designee, individuals may be invited to the SLC-REB who have competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on SLC-REB;
- 5.3.2 All ad hoc advisors sign a Confidentiality Agreement and Conflict of Interest Disclosure Form.

## **5.4 Members' Terms of Appointment**

- 5.4.1 The Director, Innovation and Business Engagement, with advice from the Research Services Officer and/or SLC-REB Chair, will seek new SLC-REB members through consultation with Deans, Associate Deans, and other SLC-REB members;
- 5.4.2 SLC-REB's membership is loosely connected to the number of applications received each year;
- 5.4.3 Each SLC-REB member will serve for a three-year term to allow for continuity of the research ethics review process. However, the term of appointment can be extended when a member possesses relevant and necessary expertise that would be difficult to replace;
- 5.4.4 Re-appointment of a SLC-REB member for an additional term requires mutual agreement of the SLC-REB member and the SLC-REB Chair or designee;
- 5.4.5 The SLC-REB membership list will be posted on the website and updated each time the membership is changed;
- 5.4.6 SLC-REB members' terms will be overlapping to preserve the experience level, expertise, and continuity of SLC-REB. To maintain continuity, SLC-REB will endeavour to have only one-third new members each year.

## **5.5 Resignations and Removals**

- 5.5.1 A SLC-REB member may resign before the conclusion of the three-year term upon provision of notice to the SLC-REB Chair or designee;
- 5.5.2 SLC-REB members may be asked to step down if they consistently miss more than 25 percent of the scheduled SLC-REB meetings in their term;
- 5.5.3 The Director, Innovation and Business Engagement, in consultation with the Research Services Officer and the SLC-REB Chair, may remove SLC-REB members at any time, if they are not fulfilling their designated SLC-REB duties in a timely, competent, and ethical manner;

- 5.5.4 A SLC-REB member must resign immediately upon determination of research misconduct, mismanaged conflict of interest, or any other relevant behaviour that could be perceived as compromising their ethical judgment;
- 5.5.5 Every effort will be made to recruit a similarly qualified replacement member prior to the departure of a member to preserve the level of SLC-REB expertise and experience, maintain members from a wide constituency, and ensure the continuity of the functions of SLC-REB.

## **5.6 Compensation**

Compensation and reimbursement of expenses for SLC-REB members will be according to St. Lawrence College policies.

## **5.7 SWFs**

Faculty members will be allocated off-load credits using the standard workload formula (SWF) that is to be negotiated with faculty Deans or Associate Deans based on time commitment to the SLC-REB.

## **5.8 Honorarium**

SLC-REB Community Members receive an annual honorarium.

## **5.9 Liability and Coverage**

The SLC-REB and its members are insured for any research ethics review-related work under the St. Lawrence College Commercial General Liability, Umbrella, Executive Risk and Crime policies.

## **5.10 Documentation**

- 5.10.1 The Research Services Officer will maintain an updated electronic SLC-REB membership list and post it on the SLC-REB website;
- 5.10.2 The SLC-REB membership list is reviewed and updated as required, or with the initiation of new terms or conclusion/termination of existing terms;

- 5.10.3 The current SLC-REB membership list and archived lists are maintained and available through the Research Services Office;
- 5.10.4 Any documents signed by current and past SLC-REB members (e.g., Confidentiality Agreements) will be maintained in the Research Services Office;
- 5.10.5 The Research Services Officer will maintain general and detailed SLC-REB membership rosters. The general membership roster includes SLC-REB member names and current affiliation (as applicable) and will be posted on the SLC-REB website;
- 5.10.6 Additionally, a detailed list that contains SLC-REB member contact information will be kept in the Research Services Office. This list will be kept confidential, for access only by SLC-REB members and Research Services Office personnel.

## 6.0 REFERENCES

Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans (2014),  
 SLC Policy on Ethical Research Involving Humans (2016)  
 SLC-REB SOP 101, Composition of REB

## 7.0 APPENDICES

Appendix 1: Formal Invitation to Join the SLC-REB as a New Member

Appendix 2: SLC-REB Membership Appointment Letter Template

## 8.0 REVISION HISTORY

SOP Title	Version	Updates
Management of SLC-REB Membership	v.204.001 January 31, 2018	Original: This SOP was developed based on information from the TCPS2 (2014) and St. Lawrence College previous documents or policies (using the format of CAREB/N2).

## APPENDIX 1

### FORMAL INVITATION TO JOIN SLC-REB AS A NEW MEMBER

Dear **[new member]**,

Please consider this letter to be a formal invitation to join the SLC-REB.

If you choose to become a member on the SLC-REB, please understand that it is a 3-year commitment. We ask members to commit to three years due to the importance we place on our experienced members. It usually takes 3-6 months for a new member to become comfortable in their knowledge of the Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans (TCPS2, 2014) and to gain experience reviewing research proposal ethical applications.

The process for a new member's appointment is as follows:

- 1) The Research Services Office will communicate with your Dean/Assoc. Dean to obtain in writing that your appointment to the REB fits with your SWF.
- 2) You will receive a letter Senior VP, Academic, Lorraine Carter, confirming your appointment to the SLC-REB.
- 3) You will need to submit a copy of your current C.V. to the Research Services Office.
- 4) You will also need to sign a Confidentiality Statement.
- 5) All members are required to complete the CORE training. At your earliest convenience, you will begin your training by completing and obtaining the TCPS Online Tutorial Course on Research Ethics (CORE). All 8 modules take approximately 4 hours to complete in one sitting. At the completion of all the modules you will receive a certificate. I will require a copy of this certificate to attach to your file as a member. There are two (2) extra modules in PDF that are helpful to read as well.
- 6) All new members receive training. As a new member, I will explain the SLC-REB review process and walk you through the review of a research application. I will be available to answer all of your questions and provide you with any support you require.

- 7) You will also be required to familiarize yourself with the SLC-REB Standard Operating Procedures (SOPs).
- 8) SLC-REB member reviewers are not required to review applications on their own. For delegated reviews we have two reviewers. For your first couple of applications we will have you shadow experience reviewers until you feel comfortable and confident to be a second reviewer on your own. You will not be expected to review an application until you feel you are ready to do so.
- 9) Lastly, you can expect a total time commitment to the SLC-REB on average of 4-6 hours per month (depending on the number of applications the SLC-REB receives). The SLC-REB meet on the third Friday of every month for 2 hours.

Please let me know at your earliest convenience if you would like to become an SLC-REB member.

If you have any questions, please do not hesitate to contact me.

Kind regards,

Research Services Officer



## APPENDIX 2

### SLC-REB MEMBER APPOINTMENT LETTER

[DATE]

[Name]  
Professor, [e.g., School of Business]  
St. Lawrence College  
Kingston, ON

#### **RE: APPOINTMENT TO RESEARCH ETHICS BOARD**

Dear [Name],

I am very pleased to confirm your appointment for 3 years to the St. Lawrence College Research Ethics Board (SLC REB). The primary function of the SLC REB is to perform ethical review of research conducted at St. Lawrence College to ensure the safety of human participants. Such reviews respect the latest edition of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2 2014), applicable regulations, and current and emerging best practices.

St. Lawrence is keenly pursuing research-based instruction and learning, and formal applied research. We prize an environment that is properly sensitive to the safety and dignity of all people involved with research in any respect. I am most confident this board will guide the college well on this mission.

Thank you, [Name], for sharing your expertise and energy in this special portfolio.

Lorraine Carter,  
Senior Vice-President, Academic  
St. Lawrence College