



<b>Section 200</b>	<b>SLC-REB Organization</b>
<b>Title</b>	<b>Duties of SLC-REB Members</b>
<b>SOP Code</b>	<b>205.001</b>
<b>Effective Date</b>	<b>January 31, 2018</b>

### Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

## 1.0 PURPOSE

This standard operating procedure (SOP) describes the duties of SLC-REB members.

## 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 Officer and the SLC-REB Chair or designee are responsible for clearly articulating all required duties associated with membership to the SLC-REB to potential and current SLC-REB members.

SLC-REB members and substitutes are responsible for fulfilling their duties as specified in this SOP.



## **4.0 DEFINITIONS**

See Glossary of Terms.

## **5.0 PROCEDURE**

Each SLC-REB member's primary duty is the protection of the rights and welfare of the individual human beings who are serving as the participants of research. In order to fulfill their duties, SLC-REB members must be versed in research ethics, and policies germane to human research participant protection.

### **5.1 Attendance**

- 5.1.1 Regular SLC-REB members are expected to attend the regularly scheduled SLC-REB meetings. SLC-REB members may be asked to step down if they consistently miss more than 25 percent of the scheduled SLC-REB meetings;
- 5.1.2 SLC-REB members must notify the Research Services Officer if they will be absent for an SLC-REB meeting to ensure that quorum can still be met and/or so that an appropriate alternate may attend in their place;
- 5.1.3 Substitute SLC-REB members are expected to attend the identified SLC-REB meetings for which they have confirmed their availability to replace a regular SLC-REB member;
- 5.1.4 SLC-REB members are expected to be available for the entire SLC-REB meeting.

### **5.2 Terms of Duty**

All members of the SLC-REB, including the SLC-REB Chair, will be appointed for a term as specified by the *St. Lawrence College Policy: Ethical Conduct of Research Involving Humans* (2017).



### **5.3 Duties of SLC-REB Members, Substitutes, and Ad Hoc Advisors**

- 5.3.1 All SLC-REB members attending an SLC-REB meeting are expected to review the relevant materials submitted for each item under review or consideration by the SLC-REB and to be prepared to discuss each agenda item and provide input at the full board meeting;
- 5.3.2 Each SLC-REB member is expected to fulfill specific duties based on the role as outlined below. More than one SLC-REB member may fulfill each role;
- 5.3.3 All members are expected to provide input on areas germane to their knowledge, expertise, experience, profession, and otherwise;
- 5.3.4 Community member(s) are expected to provide input regarding their knowledge about the local community and be able to discuss issues and research from that perspective;
- 5.3.5 Member(s) knowledgeable in relevant law are expected to alert the SLC-REB to legal issues and their implications, but not to provide formal legal opinions nor to serve as legal counsel to the SLC-REB;
- 5.3.6 Member(s) knowledgeable in ethics are expected to guide the SLC-REB in identifying and addressing ethics issues related to the research under review;
- 5.3.7 Ad hoc advisors are individuals with competence in special areas may be required to provide input on issues that require expertise beyond or in addition to that available on the SLC-REB. The ad hoc advisor may be required to submit a written report and to participate via teleconference or to attend the SLC-REB meeting to lend their expertise to the discussions;
- 5.3.8 The SLC-REB Chair or designee can ask an ad hoc advisor to attend a SLC-REB meeting to draw on specific expertise in an area that may be relevant to the SLC-REB review and deliberations of a research application under review;
- 5.3.9 Substitute member(s) are individuals who have the appropriate knowledge, expertise and training to contribute to the research ethics review. They fulfill the same responsibilities of regular members. Substitute member(s) fill a



temporary role on the SLC-REB to enable the SLC-REB to continue to function when regular members are unable to attend SLC-REB meetings due to illness or other unforeseen eventualities.

## **5.5 Training and Education**

SLC-REB members are expected to follow training and education procedures and keep current on relevant ethical guidelines, regulations, and best practices.

## **5.6 Conflicts of Interest**

SLC-REB members are expected to follow conflict of interest procedures and report to the SLC-REB Chair or the Research Services Officer any COIs they might have with any research project under their review.

## **5.4 Duties and Responsibilities of the SLC-REB Chair**

The primary duty of the SLC-REB Chair or designee is to provide overall leadership to the SLC-REB. SLC-REB Chair or designee duties and responsibilities may include:

- i. The SLC-REB Chair can delegate any of their responsibilities, as appropriate, to a Vice-Chair or other qualified individual(s),
- ii. Any responsibilities that are delegated by the SLC-REB Chair must be documented,
- iii. The SLC-REB Chair or designee facilitates the review process based on SLC-REB and St. Lawrence College policies and procedures, SOPs and applicable regulations and guidelines,
- iv. The SLC-REB Chair or designee determines the level of risk of each research project,



- v. The SLC-REB Chair or designee monitors the SLC-REB's decisions for consistency and ensures that decisions are recorded accurately and communicated to researchers in writing in a timely fashion,
- vi. The SLC-REB Chair or designee ensures that all SLC-REB members are free to participate in discussions during the SLC-REB meetings,
- vii. The SLC-REB Chair or designee can ask an ad hoc advisor to attend an SLC-REB meeting in order to benefit from their expertise in an area that may be relevant to the SLC-REB's review and deliberations of the research,
- viii. The SLC-REB Chair or designee determines the appropriateness of a full board or delegated review of the research,
- ix. The SLC-REB Chair or designee performs or delegates authority to a SLC-REB member(s) to perform a delegated review,
- x. The SLC-REB Chair or designee signs off on all SLC-REB decisions in writing,
- xi. The SLC-REB Chair or designee reviews all Acknowledgment of Course-Based Research Forms and delegates authority to the class instructors to review and approve their student course-based research projects,
- xii. The SLC-REB Chair or designee reviews and approves all amendments and renewals to make sure that ethical standards are met,
- xiii. The SLC-REB Chair or designee can suspend the conduct of any research project deemed to place participants at unacceptable risk pending discussion by the full board,
- xiv. The SLC-REB Chair or designee can suspend the conduct of the research if they determine that a researcher is not adhering to the SLC-REB approved protocol or to the SLC-REB and St. Lawrence



College policies and procedures that pertain to research involving human participants,

- xv. The SLC-REB chair, in conjunction with the Research Services Officer, shall assess the educational and training needs of the SLC-REB members, and will address any gaps identified.

## **5.7 Delegated Reviews**

- 5.7.1 For delegated reviews, there is a primary reviewer, who is usually the SLC-REB Chair (unless they must recuse themselves), and a secondary reviewer;
- 5.7.2 All reviewers are expected to complete and submit the SLC-REB Reviewer's Checklist to the Research Services Office. The SLC-REB Reviewer's Checklist contains their assessment of the soundness and safety of the research with any recommendations or requests for more information. Reviewers' comments and queries are summarized by the Research Services Officer and then communicated to the researcher;
- 5.7.3 During SLC-REB meetings, research projects receiving delegated reviews are summarized and reviewers can bring to the attention of the SLC-REB any concerns or items of interest arising from their review;
- 5.7.4 The primary and secondary reviewers review additional material(s) as requested by the SLC-REB for the purpose of approval of the ethical acceptability of the research.

## **5.8 Full Board Reviews**

All SLC-REB members are expected to review researcher applications submitted to the full board for review and come prepared to the SLC-REB meeting to discuss the application.

## 6.0 REFERENCES

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

## 7.0 REVISION HISTORY

SOP Title	Version	Updates
Duties of SLC-REB Members	v.205.001 January 31, 2018	Original: This SOP was developed based on previous SLC policies and the TCPS using the CAREB/N2 standardized REB SOP format.