



Section 200	SLC-REB Organization
Title	Research Services Office Personnel Serving as REB Members
SOP Code	206.001
Effective Date	January 31, 2018

Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

1.0 PURPOSE

This standard operating procedure (SOP) describes the duties of Research Services Office personnel serving as members 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 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.

Research Services Officer is responsible for clearly articulating all required duties associated with membership to the SLC-REB potential and current members.



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 Duties of the Research Services Office Personnel

- 5.1.1 Research Services Officer serves as a non-voting SLC-REB member. Their role at SLC-REB meetings is to advise the SLC-REB on ethical guidelines, best practices, and research-related regulations and also provide administrative support (i.e., taking meeting minutes) at the SLC-REB meetings;
- 5.1.2 The Research Services Officer may attend convened meetings and participate in discussions, but they shall not be counted in determining a quorum and they shall not participate in any votes;
- 5.1.3 The Research Services Officer may be delegated the authority by the SLC-REB Chair to perform delegated reviews in accordance with the delegated review procedure;
- 5.1.4 When the SLC-REB Chair or designee delegates authority to the Research Services Officer, it shall be documented in the SLC-REB meeting minutes.

5.2 Appointment Criteria for Research Services Office Personnel

- 5.2.1 Any Research Services Office personnel serving as a SLC-REB member shall have knowledge, experience, and training comparable to what is expected of



SLC-REB members. The Director, Innovation and Business Engagement, shall ensure that the Research Services Office personnel supporting the SLC-REB can fulfill their responsibilities as a SLC-REB member;

5.2.2 The Research Services Office personnel serving as a SLC-REB member will be required to provide:

- A copy of their C.V.,
- A copy of their TCPS online tutorial C.O.R.E. Certificate, and
- A signed Confidentiality Statement and Conflict of Interest Statement.

These documents will be kept on file in the Research Services Office.

5.3 Training and Education

Any Research Services Office personnel serving as a SLC-REB member shall follow training and education procedures for SLC-REB members.

5.4 Conflict of Interest

Any Research Services Office personnel serving as a SLC-REB member are also expected to follow conflict of interest procedures for SLC-REB members.

5.0 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.



6.0 REVISION HISTORY

SOP Title	Version	Updates
Research Services Office Personnel Serving as a SLC-REB Member	v.206.001 January 31, 2018	Original: This SOP was developed based on previous SLC policies and the TCPS using the CAREB/N2 standardized REB SOP format.