St. Lawrence College

Section 300	Functions and Operations
Title	SLC-REB Submission Requirements and Administrative Review
SOP Code	301.001
Effective Date	April 20, 2018

Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

1.0   PURPOSE

This standard operating procedure (SOP) describes the SLC-REB submission requirements and the administrative review procedures. This SOP applies to all submissions including, but not limited to: applications for initial review, amendments or changes to approved research, and any new information.

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

All SLC-REB members, Research Services Office personnel, and researcher are responsible for ensuring that the requirements of this SOP are met.

4.0   DEFINITIONS

See Glossary of Terms.

5.0   PROCEDURE

SLC-REB members rely on the documentation provided by the researcher for initial and continuing review. Therefore, the materials submitted must provide sufficient information to conduct the review and to make the required determinations.

The SLC-REB is supported by administrative procedures that ensure that SLC-REB members not only have adequate time for the assessment of the proposed research, but that the materials they receive, allow them to adequately assess whether the research submission meets the criteria for SLC-REB approval.

The requirements for SLC-REB submissions are made available to all researchers. The Research Services Officer is responsible for maintaining and disseminating this information to researchers.

5.1   Submission Requirements

5.1.1   The required applications and forms are available on the SLC-REB's webpage: SLC-REB Submission Forms. Checklists and guidance documents explaining submission procedures, required documents, templates and formats are available on the SLC-REB webpage: SLC-REB Guidelines.

5.1.2   The Research Services Office uses an electronic filing system. All research submissions must be submitted by email. Available submission forms include:

- SLC-REB Application (Researchers),
- SLC-REB Request for Renewal Form,
- SLC-REB Request for Amendment Form,
- SLC-REB Completion/Termination of Project Form,

- SLC-REB Acknowledgment of Course-Based Research Form (Faculty, students),
- Ontario Community Colleges Multi-Site Research Ethics Board Application,
- Ontario Community Colleges Multi-Site Research Ethics Board Change Request/Amendment Form,
- Ontario Community Colleges Multi-Site Research Ethics Board Renewal/Completed Status Form,
- REC-P Students' Thesis Research Project Application,
- REC-P Students' Thesis Research Project Completion/Termination/Abandonment Form;

5.1.3 Additional researcher resources, such as templates and checklists, can be found on the SLC-REB website, [SLC-REB Guidelines](#), which may include, but are not limited to:

- SLC-REB Frequently Asked Questions (FAQs),
- SLC-REB Review Process for Research Involving Human Participants,
- Instructor's Guideline: Student Course-Based Research Projects,
- Screening Tool for Researchers: A Brief Survey to Help You Understand If It's Quality Assurance or Research,
- Creating an Informed Consent Form Guide (Generic),
- Checklist for Questionnaires,
- SLC-REB Telephone Contact Form,
- Ontario Community College Multi-Site Application Process,
- REC-P Process for Review: Guidelines for Research Ethics for Behavioural Psychology Student Thesis Research Projects,
- REC-P Guidelines for Creating an Informed Consent Form;

5.1.4 When filling out the SLC-REB application, research question and methodology shall be written in sufficient detail to permit evaluation of the

merit of the project. The research should include all of the required elements applicable to the research such as, but not limited to:

- Research rationale and objectives,
- Design and detailed description of methodology,
- Potential Conflict of Interest (see SLC-REB SOP105B, Conflict of Interest – Researcher),
- How information will be collected (e.g., observation, interview, questionnaires, measurements),
- Eligibility/Exclusion criteria,
- Description of the participant population to be studied,
- Recruitment and consent process, including the Letter of Informed Consent, Assent Script, and communication scripts,
- Reimbursement, compensation, gifts (if applicable),
- Research interventions, and justification for deception (if used),
- Assessment of risks and strategies to mitigate these risks,
- Description of direct and indirect benefits,
- Measures in place to protect privacy and confidentiality,
- Plans for dissemination of research results, and
- Data security, retention period justification, and destruction (if applicable);

5.1.5   The SLC-REB may request any additional documentation it deems necessary to the ethics review or for research ethics oversight.

5.2   Administrative Review Procedures

5.2.1   A unique number is assigned to each submission at the time of the receipt (e.g., 2017-000XX). The Research Services Officer screens the submission for overall completeness;

5.2.2 If submissions are incomplete (e.g., documents or required signatures are missing or incorrect documents are received), the Research Services Officer will follow up with the researcher to request the required information for inclusion with the submission;

5.2.3 Upon receipt of a complete submission, the Research Services Officer identifies any outstanding items that will be required to issue approval, as applicable;

5.2.4 For submissions requiring full board review, the Research Services Officer posts the submission to the agenda of the next full board meeting. For full board reviews, all members review the submission;

5.2.5 For submissions reviewed via delegated review procedures, the SLC-REB Chair or designee and a second reviewer reviews the applications and supporting documents and completes the review to approval.

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
SLC-REB Submission Requirements and Administrative Review	v.301.001 April 20, 2018	Original: This SOP was developed based on previous SLC policies and the TCPS using the CAREB/N2 standardized REB SOP format.