



<b>Section 300</b>	<b>Functions and Operations</b>
<b>Title</b>	<b>SLC-REB Meeting Administration</b>
<b>SOP Code</b>	<b>302.001</b>
<b>Effective Date</b>	<b>April 20, 2018</b>

### Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

## 1.0 PURPOSE

This standard operating procedure (SOP) describes the required activities for the preparation, management and documentation of SLC-REB full board meetings.

## 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 SLC-REB Chair or designee and Research Services Office personnel are responsible for ensuring that the requirements of this SOP are met.

## 4.0 DEFINITIONS

See Glossary of Terms.



## **5.0 PROCEDURE**

Except when a delegated review procedure is used, the SLC-REB must review proposed research at full board meetings at which a quorum is present.

The SLC-REB meeting agenda provides the meeting content and establishes a sequence of review. It also provides an overview of all items that have been previously (i.e., during the preceding time between SLC-REB meetings) reviewed and approved by delegated review procedures, a list of items that are pending review by the full board, and assigned reviewer(s) for each of those items. Information documented in the SLC-REB meeting agenda provides the foundation for the SLC-REB meeting minutes.

The SLC-REB meeting minutes document the actions that occur during an SLC-REB meeting. The minutes should enable a reader who was not present at the SLC-REB meeting to determine how and with what justification the SLC-REB arrived at its decisions. They should also provide the SLC-REB itself with sufficient detail to help it reconstruct its discussions at a later date, if necessary.

### **5.1 Agenda Preparation**

- 5.1.1 Following an administrative review of the submission (e.g., new studies, amendments, continuing review applications, reportable events) by the Research Services Officer and the determination of the review type by the SLC-REB Chair or designee, the responsible Research Services Office personnel adds any submissions requiring full board review to the next appropriate full board meeting agenda;
- 5.1.2 For submissions that were reviewed and approved via delegated review procedures, the SLC-REB will be made aware of these approvals in a timely manner;
- 5.1.3 The Research Services Office personnel attaches to the agenda any previous SLC-REB meeting minutes for full board review and approval, and adds any



- other items for information or discussion at the SLC-REB meeting (e.g., SOPs, educational articles, presentations, reports, etc.);
- 5.1.4 The Research Services Officer, in consultation with the SLC-REB Chair or designee as necessary, reviews the agenda, confirms SLC-REB meeting attendance and assigns the reviewers;
  - 5.1.5 The SLC-REB Chair or designee invites the appropriate substitute SLC-REB member to the meeting when a regular SLC-REB member is not able to attend;
  - 5.1.6 The reviewer assignment and the agenda are issued in a timely manner prior to the SLC-REB meeting date. The SLC-REB members attending the SLC-REB meeting will receive a copy of the SLC-REB meeting agenda;
  - 5.1.7 Ad hoc advisors will receive copies of relevant submissions;
  - 5.1.8 Any changes to the agenda are communicated to all SLC-REB members and Research Services Office personnel. The Research Services Officer or designee also may issue an updated agenda notice depending on the nature of the changes.

## **5.2 Prior to the SLC-REB Meeting**

- 5.2.1 All SLC-REB members will conduct in-depth reviews of the research submissions requiring full board review and may submit reviewer comments prior to the SLC-REB meeting;
- 5.2.2 All SLC-REB members are expected to conduct a review of each agenda item prior to the full board meeting, including previous SLC-REB meeting minutes on the agenda and any attachments to the agenda for review or discussion;
- 5.2.3 All SLC-REB members should be prepared to present their comments and participate in the discussion at the full board meeting.

### 5.3 During the SLC-REB Meeting

- 5.3.1 A quorum must be present to proceed with a full board meeting;
- 5.3.2 Quorum is 50% plus one of the total number of members on the SLC-REB;  
and
- 5.3.3 Quorum must meet the minimum requirement for an REB as stated by the TCPS2 (2014), Articles [6.9](#) and [6.4](#), and is explained as well in SOP version 203.00, Section 5.2.3.
- 5.3.4 When there is less than full attendance, decisions requiring full review should be adopted only when the members in attendance at that meeting have the expertise, relevant competence, and knowledge necessary to provide an adequate research ethics review of the proposals under consideration.
- 5.3.5 Should quorum fail during a full board meeting (e.g., through recusal of SLC-REB members with conflicts of interest or early departures), the SLC-REB may not make further decisions unless quorum can be restored;
- 5.3.6 A substitute SLC-REB member may attend in the place of a regular SLC-REB member to meet quorum requirements. When a SLC-REB member and their substitute both attend the SLC-REB meeting, only one is allowed to participate in the deliberations and final decisions regarding approval;
- 5.3.7 Should a SLC-REB member not be physically present during a full board meeting, they may participate via videoconference or teleconference. SLC-REB members participating by videoconference or teleconference count towards quorum;
- 5.3.8 Ad hoc advisors will not be used to establish a quorum;
- 5.3.9 SLC-REB members recusing themselves due to a conflict of interest are not counted toward quorum;
- 5.3.10 Under unusual circumstances (e.g., public health alerts and quarantines) the SLC-REB Chair or designee may, at their discretion, conduct an SLC-REB meeting with all SLC-REB members attending via simultaneous



videoconference or teleconference, provided everyone has access to the review materials and quorum is met;

5.3.11 Only those SLC-REB members present (i.e., in person, or via video conference or teleconference) at the full board meeting may participate in the deliberation and final decision regarding approval;

5.3.12 Observers may be invited or permitted to attend SLC-REB meetings, subject to the agreement of the SLC-REB and execution of a *Confidentiality Agreement*. Observers must disclose any vested interest in, or scientific or management responsibility for, any applications being considered at the SLC-REB meeting;

5.3.13 If requested, researchers may (in person or via teleconference) attend the SLC-REB meeting to present their research and respond directly to any comments or questions raised by the SLC-REB, subject to the agreement of the SLC-REB;

5.3.14 Any individual not listed on the official SLC-REB membership roster may not participate in the decisions of the SLC-REB.

#### **5.4 Meeting Minute Preparation**

5.4.1 The Research Services Officer or designee will draft the SLC-REB meeting minutes including key discussions, decisions and votes;

5.4.2 The key SLC-REB discussions and decisions for submissions are recorded;

5.4.3 The SLC-REB's concerns, clarifications and recommendations to the researcher as discussed at the SLC-REB meeting are included in the SLC-REB review letter that is sent to the researcher. The information documented in the letter is included in the SLC-REB meeting minutes;

5.4.4 The meeting may be audio tape recorded (on an encrypted device) for reference purposes and to provide additional reference information for the generation of the final draft of the minutes;



- 5.4.5 The minutes are intended to reflect what the SLC-REB decided, how it resolved disputed issues, and any determinations required by the regulations;
- 5.4.6 The draft minutes shall be completed prior to the next SLC-REB meeting.

## **5.5 Meeting Minute Approval**

- 5.5.1 The minutes are reviewed by email for approval. If quorum is not achieved in the email vote, then the minutes are made available at the next appropriate SLC-REB meeting and are presented at the SLC-REB meeting for review and approval;
- 5.5.2 The SLC-REB motion and votes on the previous SLC-REB meeting minutes are recorded in the current SLC-REB meeting minutes;
- 5.5.3 If the previous SLC-REB meeting minutes are approved pending revisions, the Research Services Officer or designee makes the required changes, and unless the SLC-REB requests further review of the minutes prior to approval, the Research Services Officer records the minutes as “approved”.

## **5.6 Documentation**

- 5.6.1 The SLC-REB meeting minutes include the following items:
  - Date, place, and time the SLC-REB meeting commenced and adjourned,
  - Names of SLC-REB members in attendance (present, teleconference, video conference),
  - Names of SLC-REB members absent,
  - Names of Research Services Office personnel present at the meeting,
  - Presence of observers,
  - Use of ad hoc advisors and their specialty,



- List of declared conflicts of interest, a summary of any discussions, and the decision taken by the SLC-REB to address them (as applicable) or a note that none were declared,
- A summary of key discussions and disputed issues and their resolution for each submission, as applicable,
- The decisions taken by the SLC-REB regarding approval for each submission, as applicable,
- The basis for requiring changes or for disapproving submissions,
- Number of SLC-REB members in attendance for the review of each submission requiring a decision,
- SLC-REB member(s) recused related to conflicts of interest for each submission requiring a decision,
- Number(s) voting for, against or abstaining in the event of a vote for each submission requiring a decision,
- Reference to any attachments to the agenda;

5.6.2 All SLC-REB meeting agendas and minutes are retained in the SLC-REB records;

5.6.3 The agendas, SLC-REB meeting minutes, and review documents are confidential and will not be released or made available unless required for inspection, auditing purposes or by law.

## **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 Meeting Administration	v.302.001 April 20, 2018	Original: This SOP was developed based on previous SLC policies and the TCPS using the CAREB/N2 standardized REB SOP format.