



<b>Section 600</b>	<b>SLC-REB Communications and Other Notifications</b>
<b>Title</b>	<b>Communication – Researcher</b>
<b>SOP Code</b>	<b>601.001</b>
<b>Effective Date</b>	<b>October 19, 2018</b>

### Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

## 1.0 PURPOSE

This standard operating procedure (SOP) describes the SLC-REB communication with the researcher and with the researcher’s research team.

## 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

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

## 4.0 DEFINITIONS

See Glossary of Terms.



## **5.0 PROCEDURE**

In the interest of enhancing human research participant protection, it is important for the SLC-REB to foster collaboration and open communication between and among the SLC-REB, researcher, research staff, and organizational representatives. This applies not only to communication related to a specific research project, but also to communication related to ethical issues and SLC-REB processes, policies and procedures.

All researchers participating in SLC-REB approved research shall be informed, in writing, of all determinations made by the SLC-REB regarding specific research.

Feedback from researchers should be encouraged and should be considered as an opportunity to review and to improve the function of the SLC-REB and of the Research Services Office procedures.

In order to facilitate clear and accurate communication with researchers and research staff, the SLC-REB will follow standardized notification and documentation procedures.

### **5.1 Notification of SLC-REB Decisions**

5.1.1 The Research Services Officer will notify the researcher and/or their research staff of the SLC-REB's decision within a time frame specified by the SLC-REB, following the review (i.e., from the SLC-REB meeting or delegated review date) of new research, modifications, or amendments to currently approved research, applications for continuing review or reportable events;

5.1.2 The determinations of the SLC-REB will be summarized noting any concerns or requests for clarification including recommended changes to the consent form, and clarifying the reasons for the disapproval of the submission (when appropriate);



- 5.1.3 If the research does not receive initial approval or is denied re-approval (for continuing review), the SLC-REB Chair or designee will notify the researcher of the SLC-REB's decision as soon as possible following the SLC-REB meeting. Formal written notification will follow;
- 5.1.4 The SLC-REB Chair or designee will review the draft SLC-REB review letter, make revisions as necessary, and will indicate their approval;
- 5.1.5 The SLC-REB review letter will be issued to the researcher(s);
- 5.1.6 The researcher will be asked to include the SLC-REB number or equivalent designation assigned to the research in all subsequent correspondence with the SLC-REB;
- 5.1.7 Upon receipt of the researcher response to the SLC-REB review letter, the Research Services Officer will follow-up with the researcher and/or their staff to request any additional clarifications as needed, or as requested by the SLC-REB Chair or designee, or the reviewers;
- 5.1.8 Once all of the SLC-REB conditions are satisfied, the SLC-REB Chair or designee will issue an approval letter.

## **5.2 Researcher Appeal of SLC-REB Decision**

- 5.2.1 A researcher may request a reconsideration or appeal the decision of the SLC-REB and/or any of the revisions to the research requested by the SLC-REB;
- 5.2.2 Appeals are conducted in accordance with established St. Lawrence College policy (see *SLC Policy: Ethical Conduct of Research Involving Humans*);
- 5.2.3 Only the SLC-REB may lift a restriction or re-review previously disapproved research. Delegated review procedures may not be used.

## 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 Communications – Researcher	v.601.001 October 19, 2018	Original: This SOP was developed based on previous SLC policies and the TCPS using the CAREB/N2 standardized REB SOP format.