



Section 600	SLC-REB Communications and Notifications
Title	Communication – Research Participants
SOP Code	602.001
Effective Date	October 19, 2018

Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

1.0 PURPOSE

This standard operating procedure (SOP) describes the SLC-REB communication with research participants.

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 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

Research participants should be able to voice their concerns, questions and request information regarding their participation or potential participation in research, in confidence, to an informed individual on the SLC-REB or in the Research Services Office.

5.1 Communication with Research Participants

- 5.1.1 Research participants are encouraged to contact (by telephone or in writing) the SLC-REB Chair with questions and concerns, using the contact information provided in the informed consent document(s). If requested, the identity of the participant will not be recorded or shared;
- 5.1.2 The Research Services Officer shall document all communication with the research participant;
- 5.1.3 The Research Services Officer will communicate participant concerns to the SLC-REB Chair or designee;
- 5.1.4 The SLC-REB Chair or designee works to resolve participant issues, which may include a follow-up with the researcher or the researcher's supervisor or other organizational representative, and with appropriate federal agencies, as applicable;
- 5.1.5 The Research Services Officer documents all communications between the SLC-REB Chair or designee and the research participant. A de-identified record of this communication is securely stored in the Research Service Office.

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
Communication – Research Participants	v.602.001 October 19, 2018	Original: This SOP was developed based on previous SLC policies and the TCPS using the CAREB/N2 standardized REB SOP format.