

# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY RESEARCH ETHICS BOARD

## Terms of Reference

The Sault College Board of Governors is committed to the conduct of ethical scholarship and research involving Sault College faculty, staff, students and resources.

While engaging in such studies, prime concern is for the respect of persons, their welfare, and justice in keeping with the Guidelines of the second edition of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2) while ensuring that the study is not only legally acceptable but also ethically acceptable.

### 1. NAME OF COMMITTEE

The name of the committee shall be the Sault College of Applied Arts and Technology Research Ethics Board (REB).

### 2. PURPOSE AND FUNCTION

- a) to review, deliberate, and approve or disapprove applications for participation in proposed research activity;
- b) to determine which projects require review more often than annually if indicated, and which projects need verification from sources other than the principal investigator, and that no material changes have occurred since the previous REB review;
- c) to require:
  - (i) prompt reporting to the REB of changes in research activity;
  - (ii) that new research or any changes in approved research may not be initiated without REB review and approval except where changes are necessary to eliminate apparent immediate hazards to the research participants;
  - (iii) prompt reporting to the REB of unanticipated problems involving risk to research participants or others;
  - (iv) appropriate reporting of study activities, deviations, and findings is made to any sponsors;
  - (v) that selection of research participants is equitable;
  - (vi) that the research plan makes adequate provision for monitoring the data collected to ensure the safety and rights of research participants;
  - (vii) that adequate provisions are in place to protect the privacy of research participants and to maintain the confidentiality of data; and
  - (viii) that members and researchers report actual or perceived conflicts of interest.
- d) to approve the informed consent form used in each study and ensure that informed consents are signed by each prospective research participant, his or her legal representative and the person conducting the informed consent; and that they are advised to notify the Chairperson of the REB of any research related concerns.

- e) to satisfy itself that risks to research participants are minimized by:
  - (i) using procedures which are consistent with sound research design and which do not unnecessarily expose research participants to risks and/or hardships as outlined in the TCPS2; and
  - (ii) determining whether risks to research participants are reasonable in relation to anticipated benefits, if any, and that research participants are aware of what results may be expected.
- f) to keep the Board of Governors of the College advised of any concerns arising from the activities of research involving Sault College faculty, staff, and students;
- g) to prepare a written annual report of all REB activities to be submitted to the Board of Governors by the REB Chairperson.

### 3. MEMBERSHIP

The membership of the Research Ethics Board will be composed to reflect compliance with policies and guidelines from the Tri-Council Policy Statement 2 (Article 6.4), and shall include a core group comprised of the following:

- 2 Members with expertise in research
- 1 Member knowledgeable in ethics
- 1 Member knowledgeable in law (not associated with the College)
- 1 Community Member; not affiliated with the College

Additional members with diverse expertise will serve as alternates, or as a resource to provide specific support (such as a member from the Indigenous Community if such research is expected), to the core group listed above.

- a) membership shall include people of all genders and, whenever possible, individuals with a diverse ethnic, cultural, and linguistic background;
- b) the REB may have other interested individuals attend its meetings by invitation;
- c) institutional senior administrators shall not serve on the REB, but may be a resource for the REB as requested; and
- d) College staff supporting the REB or attending an REB meeting will do so in a non-voting capacity;
- e) all REB membership (except the chairperson and the student member) shall be appointed for three-year terms, renewable once. After the conclusion of the three year appointment, members who would like to continue serving can leave the committee for one year and then renew their membership for another 3-year period;
- f) whenever possible, the REB will appoint a Sault College student member for one year. The student membership could be renewed for a maximum of three years.

#### 4. CHAIRPERSON AND QUORUM

- a) The committee shall elect a chairperson from amongst its members.
- b) The chairperson shall be appointed for a four year period. This appointment shall be renewable. Ideally, nominations for chairs shall come from the College REB membership.
- c) Quorum for a meeting requiring full review will consist of a minimum of 5 members total of whom 2 members have broad experience in the areas or methods of research, 1 member is knowledgeable in ethics, 1 member is knowledgeable in law, and 1 member is from the community and has no affiliation with the College.

#### 5. MEETINGS

- a) Meetings are scheduled every calendar month except June, July, and August.
- b) Additional meetings will be held at the call of the chair or at the request of any member. The agenda will be distributed to all members as soon as possible, and no later than one week prior to a meeting, in order for each member to adequately prepare for the meeting. The proposed agenda will be dealt with in its entirety before any additional subjects are discussed.
- c) Minutes of all meetings will be recorded and circulated to the Research Ethics Board. Copies of all REB related documentation (including but not limited to meetings minutes, research applications, letters of approval, correspondence with researchers, etc.) will be retained by the College for five years as directed by current legislation.
- d) The REB secretary will retain all relevant records about a research project (e.g. written procedures, REB membership lists, membership affiliation, submitted documents, minutes and correspondence) in an appropriate manner. In order to assist internal or external audits or research monitoring, all relevant records must be accessible within a reasonable time to authorized representatives of the institutions, researchers and project sponsors.

#### 6. MEETING ATTENDANCE

Regular attendance to REB meetings is essential to maintain the cohesion of the committee and the continuity of the work.

- a) The chairperson is expected to attend, at least, 80 % of the annual meetings. If the chair has missed more than 80 % of the meetings per academic year, the committee may ask him/her to leave the committee.
- b) Principal and alternate members are expected to attend, at least, 50 % of the year's meetings. If after the first year of membership, a member has missed more than 50 % of the meetings, the chair may ask the member to leave the committee.

## 7. MEMBERSHIP TRAINING

As it is important for the membership to be current on those laws and guidelines to protect study subjects, all College REB members must comply with the following requirements to remain on the REB committee. Failure to meet these requirements as outlined will result in the termination of membership.

- a) All members (internal, external, students, and chairperson) need to complete the TCPS2 mandatory on-line core training modules, and provide to the REB secretary certificate verification of its completion.
- b) New members will receive a period of grace of four months (as from the first attended meeting) to complete this training.
- c) In the first four months of their membership, new members who have not yet completed the mandatory training are expected to attend scheduled REB meetings as a way of getting familiar with the dynamics of this committee (tasks, discussions, etc.). They may participate in committee discussions but may not vote and will not be considered in the quorum count for those meetings.
- d) If after four months from their appointment, a new member has not completed the mandatory training, the committee will ask the member to step down and a replacement member will be sought.

## 8. APPLICATION REVIEWS

Application reviews serve an important internal educational purpose for the membership, as they provide an invaluable experience to learn praxis for human subject protections, and ethics in research.

- a) During the first year of their appointment, all members (internal, external, principal, alternate, students, and chairperson) are expected to review all received research applications (delegated as well as full-board reviews), even if members are within the 4 months grace training period.
- b) No member can vote on the committee decisions related to an application that has not been reviewed.

## 9. RESOURCES

To guarantee the proper functioning of this committee, the following resources are needed:

- a) An appointed secretary, whose functions include: to record minutes at each meeting; keep up-to-date research applications, files and documents; assist the chairperson in the planning of meetings, in the correspondence with researchers and members, and in the preparation of the annual report;
- b) provision of time to train their internal members;
- c) physical space for the monthly meetings;
- d) space to keep the REB records;

- e) technological assistance to keep an up-to-date website, to facilitate the remote access to members' training, webinars, etc.

10. AMENDMENTS

These Terms of Reference may be amended on the recommendation of the REB members, changes in regulatory policies/guidelines or at the request of the institutions that the REB serves.

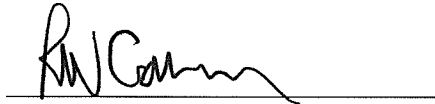
All such amendments must be approved by the Board of Governors

*Terms of Reference approved by:*



David Zuccato, Chair, Board of Governors

Date: Dec. 20, 2018



Dr. R. Common, President

Date: Dec. 20, 2018

Issued: Oct. 25, 2012  
Revised: Nov. 22, 2018  
Approved: Dec. 20, 2018

TCPS(2) compliant  
Adapted from SAH/GHC REB terms of reference with permission of the Chair (October 2011).