

SOP Title	100: REB Administration
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1.0 PURPOSE

The procedures in this section provide the framework to ensure that REB meetings are conducted and documented in a consistent manner in order to meet regulatory and institutional requirements.

2.0 GENERAL PROCEDURE STATEMENT

Except when a delegated review procedure is used, the REB will review proposed research at convened meetings. The level of review shall be determined by the level of foreseeable risks to the participants: a lower level of risk to the participants, the lower the level of scrutiny (delegated review); a higher level of risk to the participants, the higher the level of scrutiny (full board review).

The UOIT REB will generally meet at least 12 times a year or at some other frequency as determined by the REB Chair.

3.0 RESPONSIBILITY AND AUTHORITY

The Chair, Vice-Chair, and the REB Administration are responsible for executing this Procedure.

The REB is a university committee. As such, the REB members serve the University of Ontario Institute of Technology as a whole, rather than a particular faculty or school. Therefore, members must not allow their own interests or that of their faculties or schools to supersede their duty to protect the rights and welfare of research participants.

4.0 SPECIFIC PROCEDURES

4.1 QUORUM

Quorum shall consist of at least six members, including the following:

- a) Chair or Vice-Chair; at least two (2) members with expertise in relevant research disciplines covered by the REB;
- b) At least one (1) member who is knowledgeable in ethics;
- c) At least one (1) member who is knowledgeable in relevant law when biomedical research is being reviewed;
- d) At least one (1) community member who had no formal affiliation with the institution.

4.1.2 In all cases the Chair or Vice-Chair will ensure that there is adequate expertise to provide appropriate ethical review of the study in question.

4.1.3 Ad hoc reviewers will not be used to establish a quorum.

4.1.4. No votes will be taken without a quorum.

4.1.5 In the event the conflict of interest is declared affecting quorum, please refer to SOP 106.

5.0 PRIMARY REVIEWERS

Prior to the meeting, the REB Administration will identify one primary full board reviewer for each research project as per SOP 203 Article 3.2.2. No member will be assigned a study in which he or she is a Principal investigator, Co-investigator or Supervisor. If studies are inadvertently assigned to REB members with a conflict of interest, the REB member is required to notify REB administration immediately.

5.1 Meeting Materials Sent Prior to REB Meetings

All REB members will be sent study documentation required for review at least one week prior to the scheduled meeting. Meeting materials will include:

- Meeting agenda
- Study-related documents
- Minutes from the previous meeting
- REB Activities report

5.2 Recording: The Research Ethics Coordinator or designate will take minutes of each meeting. Minutes will be written in sufficient detail to capture the following:

- Meeting attendance, including the presence of any ad hoc reviewers, guests or observers;
- Declarations of conflicts of interest and recusals, if any;
- Summary of discussions;
- Actions taken by the REB on each agenda item requiring full REB action
- Voting results, including for, against, and abstentions.

5.2.1 In Camera Sessions

Moving *in camera* may occur in case of a need to discuss confidential information relating to personnel (staff, board members or researchers), contracts, conflicts of interest, health concerns related to specific protocols, or issues of proprietary information or copyright. The motion must be moved and seconded by attending REB members, and passed by recorded majority vote. Separate minutes of the *in camera* session will be taken. The minutes will include the attendance, the specific question(s) to be discussed and an explanation of why they must be discussed only *in camera*, a list or description of the documents offered for consideration, an account of opinions expressed, and actions proposed. The minutes will also record the motion and vote to adjourn, and return to the regular REB meeting. Minutes of *in camera* meetings will be indexed to the appropriate REB minutes, but kept in the central files of the Research Ethics Coordinator password protected, and will not be kept in the computer of the secretary of the meeting. Access to these minutes will be only with the permission of the REB. No REB actions will be decided *in camera*. Following completion of discussions, members must move, second,

and vote to return to the regular REB meeting. The Chair may put forward matters for decision resulting from the *in camera* discussion.

If there is a complaint about a motion resulting from *in camera* discussion, the Chair (or designate) will appoint an REB member who was not present during the *in camera* session to review the *in camera* minutes. The appointee will provide a report to the REB, identifying, any perceived biases, or inaccuracies during discussions of the applicant or protocol. The appointee's report may recommend solutions if any problem is found. The full board will decide how to address the report.

6.0 VIRTUAL ATTENDANCE AND MEETINGS

6.4.1 Virtual Attendance: Should a member not be able to be physically present during a convened meeting, he/she may attend using a speaker phone, videoconference link, or any other related technology.

6.4.2 Virtual Meetings: Under very unusual circumstances (e.g., public health alerts and quarantines) the Chair may, at his/her discretion, convene a virtual REB using the appropriate technology (e.g., telephone conference call, Voice over IP, Skype). A quorum (as defined in 4.1 above) must be achieved for the meeting to be convened. To allow for appropriate discussion to take place, all members must be connected simultaneously for a virtual meeting to take place (i.e., members cannot be contacted individually).