SOP Title	**200: REB Operations**
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Approved By	**REB**
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1.0 PURPOSE

This standard operating procedure describes the minimal requirements that all research proposals that involve human participants must meet in order to be approved for conduct at, or under the auspices of, the University of Ontario Institute of Technology.

2.0 GENERAL PROCEDURE STATEMENT

All research proposals that intend to enrol human participants must meet certain criteria before study-related procedures can be initiated. The criteria are based on the guiding ethical principles of the *Tri-Council Policy Statement 2* and principles that are unique to UOIT (e.g., UOIT REB Policy).

3.0 RESPONSIBILITY AND AUTHORITY

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

4.0 SPECIFIC PROCEDURES

4.1 Minimal criteria for approval of research

In order for a research project to be approved, at minimum, the REB must find that:

a. The Principal Investigator (or members of his/her team) has the credentials to conduct or supervise the research.

b. There are no conflicts of interest that will compromise the safety or well-being of participants.

c. Risks are minimized and mitigated to participants and researchers.

d. Risks to participants are reasonable in relation to anticipated benefits. In evaluating risks and benefits, the REB will consider only those risks and benefits that may result from the research (as distinguished from risks and benefits of therapies those participants would receive even if not participating in the research).

e. Selection of participants is equitable. In making this assessment, the REB will take into account the purposes of the research and the setting in which the research will be conducted.

f. Recruitment methods respect the privacy of individual participants.

g. Informed consent will be sought from each prospective participant or the participant's legally authorized representative, and adequately documented, in accordance with the TCPS and appropriate local, provincial, or national guidelines or regulations.

h. Where appropriate, the research plan makes adequate provision for on-going monitoring of the data collected to ensure the safety of participants.

i. There are appropriate provisions to protect the privacy of participants and to maintain the confidentiality and security of data.

j. Additional safeguards are included when participants are likely to be vulnerable to coercion or undue influence.

4.2 REB Assessment

The assigned Primary Reviewer will provide a clarification letter in full through IRIS that will be available to the REB Chair or Vice Chair for review and comment.

4.3 Collaborative Research Arrangements

For cases involving multi-institutional, multi-site or collaborative research, please refer to SOP 206 (Multi-jurisdictional Research).