
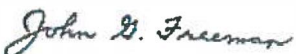



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|------------------------|--------------------------------------|
| <b>Section 200:</b>    | <b>GREB Organization</b>             |
| <b>Title:</b>          | <b>Management of GREB Membership</b> |
| <b>SOP Code:</b>       | <b>202.001</b>                       |
| <b>Effective Date:</b> | <b>2016FEB08</b>                     |

## Site Approvals

|                                      |  |                 |
|--------------------------------------|--|-----------------|
| Signature of Responsible Individual: |  |                 |
| Ethics Compliance Advisor            |  | Date: 2016FEB08 |
|                                      | Name: Anthony Wright   |                 |
| Approval Authority:                  |  |                 |
| Chair, GREB                          |   | Date: 2016FEB08 |
|                                      | Name: Dr. John Freeman   |                 |
| Approval Authority:                  |  |                 |
| Director, Research Ethics Compliance |  | Date: 2016FEB08 |
|                                      | Name: Dr. Andrew Winterborn  |                 |

## 1.0 PURPOSE

This SOP describes the management of the membership of GREB.

## 2.0 SCOPE

The scope of this SOP is restricted to the review of the ethical conduct of research involving humans that falls under GREB's oversight. GREB primarily has research ethics oversight over Humanities, Social Sciences, Science, Engineering, and administrative research conducted under the auspice of Queen's University. The scope of GREB's oversight is limited to those activities defined in the TCPS2 (2014) as "research" involving "human participants."

### **3.0 RESPONSIBILITIES**

All GREB members and GREB office personnel are responsible for ensuring that the requirements of this SOP are met.

The GREB Chair and the Director of Research Ethics Compliance are responsible for monitoring and managing GREB membership.

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### **4.0 DEFINITIONS**

See Glossary of Terms.

### **5.0 PROCEDURES**

GREB membership (e.g., appointment, terms) must be adequately managed to continue to meet applicable regulatory composition requirements and to maintain the appropriate diversity, experience, and expertise for the type and volume of research reviewed.

#### **5.1 Appointments – Regular Members and Alternates**

- 5.1.1 GREB members are appointed using the guidelines outlined in Terms of Appointment (below) and SOP 201.001, Composition of GREB;
- 5.1.2 A candidate may also self-nominate;
- 5.1.3 Community members (meeting membership requirements) are solicited from the greater local community;
- 5.1.4 Each GREB member selected is approved by the GREB Chair and the Director of Research Ethics Compliance using guidelines outlined in SOP 201.001, Composition of GREB;
- 5.1.5 Candidates selected to serve on GREB sign a Membership Appointment Letter, Confidentiality Agreement, and Conflict of Interest Disclosure Form;

5.1.6 The Chair shall encourage all GREB members to take the Course on Research Ethics (CORE) based on the latest edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (TCPS2, 2014).

## **5.2 Appointments – GREB Chair and Vice-Chair**

- 5.2.1 The GREB Chair and Vice Chair are appointed using the guidelines outlined in Terms of Appointment (below) and SOP 201.001, Composition of GREB;
- 5.2.2 The GREB Chair and Vice-Chair sign a Confidentiality Agreement and Conflict of Interest Disclosure Form.

## **5.3 Ad Hoc Advisors**

- 5.3.1 At the discretion of the GREB Chair or designee, individuals may be invited to GREB who have competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on GREB;
- 5.3.2 All ad hoc advisors sign a Confidentiality Agreement and Conflict of Interest Disclosure Form.

## **5.4 Terms of Appointment**

- 5.4.1 The GREB Chair is appointed by the Vice-Principal (Research) in consultation with the Director of Research Ethics Compliance. The Chair should have at least two years of experience on GREB with knowledge of local policies, and national and international regulations;
- 5.4.2 The GREB Chair and Vice-Chair will serve for a three-year term to allow for continuity of the research ethics review process. However, the term of appointment can be extended when a Chair or Vice-

- Chair possesses relevant and necessary expertise that would be difficult to replace;
- 5.4.3 Re-appointment of the GREB Chair for an additional term will be by the Vice-Principal (Research) under the advice of the Director of Research Ethics Compliance and agreement of the GREB Chair;
  - 5.4.4 The GREB Chair shall seek a Vice-Chair from the membership to assist her, hir, or him when needed;
  - 5.4.5 The Director of Research Ethics Compliance, with advice from the GREB Chair, will seek new GREB members through Department Heads, the GREB Chair, and other GREB members;
  - 5.4.6 GREB's membership is loosely connected to the number of applications received each year, such that some departments have more than one member, whereas other departments are grouped to provide a representative member;
  - 5.4.7 Each GREB member will serve for a three-year term to allow for continuity of the research ethics review process. However, the term of appointment can be extended when a member possesses relevant and necessary expertise that would be difficult to replace;
  - 5.4.8 Re-appointment of a GREB member for an additional term requires mutual agreement of the GREB member and the GREB Chair or designee;
  - 5.4.9 The GREB membership list will be posted on the website and updated each time the membership is changed;
  - 5.4.10 GREB members' terms will be overlapping to preserve the experience level, expertise, and continuity of GREB. To maintain continuity, GREB will endeavour to have only one-third new members each year.

## **5.5 Qualifications and Training of GREB Members**

5.5.1 Each GREB member will follow the qualification and training procedures outlined in SOP 206.001, Training and Education.

## **5.6 Resignations and Removals**

5.6.1 A GREB member may resign before the conclusion of the three-year term upon provision of notice to the GREB Chair;

5.6.2 If a GREB member resigns before the end of the three-year term, the member's department will be asked to name another member to GREB;

5.6.3 GREB members may be asked to step down if they consistently miss more than 25 percent of the scheduled GREB meetings in their term;

5.6.4 The GREB Chair, in consultation with Director of Research Ethics Compliance, may remove GREB members at any time, if they are not fulfilling their designated GREB duties in a timely, competent, and ethical manner;

5.6.5 A GREB member should resign immediately upon determination of research misconduct, mismanaged conflict of interest, or any other relevant behaviour that could be perceived as compromising his, her, or his ethical judgment;

5.6.6 Every effort will be made to recruit a similarly qualified replacement member prior to the departure of a member to preserve the level of GREB expertise and experience, maintain members from a wide constituency, and ensure the continuity of the functions of GREB.

## **5.7 Compensation**

5.7.1 Compensation and reimbursement of expenses for GREB members will be according to Queen's University policies.

## **5.8 Liability and Coverage**

- 5.8.1 All GREB members are insured for their research ethics review-related work by Queen's University's insurance policy (Canadian Universities Reciprocal Insurance Exchange), subject to the terms and conditions of that policy.

## **5.9 Documentation**

- 5.9.1 The Ethics Coordinator will maintain an updated electronic GREB membership list and post it on the GREB website;
- 5.9.2 The GREB membership list is reviewed and updated as required, or with the initiation of new terms or conclusion/termination of existing terms;
- 5.9.3 The current GREB membership list and archived lists are maintained and available through University Research Services (URS);
- 5.9.4 Any documents signed by current and past GREB members (e.g., Membership Appointment Letters, Confidentiality Agreements and Conflict of Interest Disclosure Forms) will be maintained in the Office of University Research Ethics;
- 5.9.5 The Ethics Coordinator will maintain general and detailed GREB membership rosters. The general membership roster includes GREB member names and current affiliation (as applicable) and will be posted on the GREB website.
- 5.9.6 Additionally, a detailed list that contains GREB member contact information will be kept in the Office of Research Ethics. This list will be kept confidential, for access only by GREB members and GREB office personnel;
- 5.9.7 The GREB Ethics Compliance Advisor will update GREB registration with the US Office for Human Research Protection (OHRP), when applicable.

## 6.0 REFERENCES

See References.

## 7.0 APPENDICES

1. GREB Membership Appointment Letter Template

## 8.0 REVISION HISTORY

| SOP Title                     | Version                | Updates   |
|-------------------------------|------------------------|---|
| Management of GREB Membership | v.202.001<br>2016FEB08 | Original: This SOP was developed based on information from the TCPS2 (2014) and Queen's University previous documents or policies (using the format of CAREB/N2). |

