
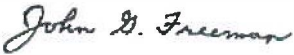



Section 200:	General Administration
Title:	Management and Duties of Unit REBs
SOP Code:	205.001
Effective Date:	2016FEB08

Site Approvals

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

1.0 PURPOSE

This SOP describes the creation, management and procedures of the membership of Unit Research Ethics Boards (UREBs).

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

The GREB Chair or designee is responsible for signing documents related to GREB review and ethical clearance of research. If the task of signing is delegated to a qualified individual or individuals, the responsibility for oversight remains with the GREB Chair or the Director of Research Ethics Compliance.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURES

A system of delegated departmental review of research ethics applications has been established through Unit REBs (i.e., UREBs) for Social Sciences, Humanities, Sciences and Engineering research projects involving human participants for two reasons: a) to provide discipline-specific feedback to students conducting human research, and b) to assist with the high volume of applications from specific departments. It is the responsibility of the department heads to appoint members to Unit REBs, assign a UREB Chair, and provide administrative assistance as needed. Units with REBS review student ethics applications before these applications are sent to GREB. Units without REBS send all ethics applications directly to GREB.

5.1 Delegation of Signing Authority

5.1.1 The GREB Chair or designee may delegate signing authority for documents related to GREB review to UREB Chairs or UREB office personnel;

- 5.1.2 The GREB Chair or designee may only delegate signing authority to UREB Chairs and members or UREB office personnel who have the skill and knowledge necessary for the effective exercise of the authority;
- 5.1.3 The GREB Chair or designee may not delegate signing authority to ad hoc advisors or to independent contractors;
- 5.1.4 The GREB Chair or designee should clearly define the parameters of the delegated authority;
- 5.1.5 The GREB Chair or designee may delegate signing authority indefinitely or for defined periods of time (e.g., for absences);
- 5.1.6 Delegation of signing authority must be documented and kept on file and may need approval from the Director of Research Ethics Compliance.

5.2 Parameters of the Delegated Authority to UREBs

- 5.2.1 UREBs are delegated departmental research ethics boards that function on behalf and in cooperation with GREB;
- 5.2.2 The UREB Chair is responsible for notifying GREB of any change in membership.

5.3 UREB membership

- 5.3.1 The size of the UREB is based on the number of applications from each department. At a minimum, UREBs should consist of at least three members, one of whom is the UREB Chair;
- 5.3.2 The UREB Chair must be a faculty member of the department. Of the remaining members, there should be representation from both faculty members and graduate students in the department;
- 5.3.3 UREB members are expected to serve a minimum of one year. Each department is free to set its own term limits for UREB Chairs and members;

- 5.3.4 UREBs are encouraged to develop a structure to allow good communication among members to reach decisions on research ethics applications.

5.4 UREB Review

- 5.4.1 All student-based research projects involving human participants that do not meet the criteria for exemption must be reviewed by the researcher's departmental UREB; (For exemption criteria, see Chapter 2 of the TCPS2 (2014) or SOP 102.001, Research Activities Requiring GREB Review);
- 5.4.2 The UREB Chair or administrative assistant assigns each research ethics application to at least two of the UREB reviewers;
- 5.4.3 UREB's preliminary research ethics review informs researchers of any changes required in their research ethics application and reviews these changes before releasing the file to GREB with a recommendation for delegated or full board review;
- 5.4.4 If there are occasional situations where the UREB cannot fulfill its obligations to review a file, the GREB Chair will decide if the file should proceed to GREB delegated or full board review.

5.5 Appeals

- 5.5.1 In instances where the researcher does not agree with the UREB's research ethics application review or there are other concerns, the researcher or UREB may elect to forward the file to GREB where it will receive a full board review. In matters where privacy or confidentiality is a concern, the GREB Chair will make the decision about which correspondence between the UREB and the researcher will be attached to the application during the full board review.

6.0 REFERENCES

See References.

7.0 APPENDICES

None.

8.0 REVISION HISTORY

SOP Title	Version	Updates
Unit REB Creation, Management and Procedures	v.205.001 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).

