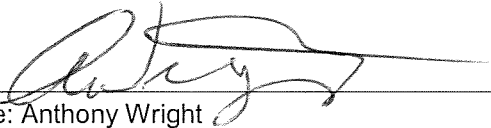
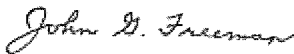



Section 400:	Review of Research
Title:	Unit REB Reviews
SOP Code:	401.001
Effective Date:	2016MARCH07

Site Approvals

Signature of Responsible Individual:		
Ethics Compliance Advisor		Date: 2016MAR07
	Name: Anthony Wright	
Approval Authority:		
Chair, GREB		Date: 2016MAR07
	Name: Dr. John Freeman	
Approval Authority:		
Director, Research Ethics Compliance		Date: 2016MAR07
	Name: Dr. Andrew Winterborn	

1.0 PURPOSE

This standard operating procedure (SOP) describes the Unit REB processes in some departments for initial review of student-based research applications and UREB’s recommendation for the level of review by 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 Unit REB members, Unit REB administrative staff, and GREB office personnel are responsible for ensuring that the requirements of this SOP are met.

GREB is responsible for the establishment of Unit REBs and the responsibilities they are assigned. The GREB Chair or designee is responsible for overseeing these assigned duties and recommending changes as needed. The Ethics Compliance Adviser is responsible for monitoring the functioning of Unit REBs to ensure compliance with TCPS2 (2014) guidelines and Queen's policies. The Ethics Coordinator is responsible for ensuring that the Unit REB members are entered as reviewers into the Unit REB on-line Human Ethics Application System.

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 Parameters of the Delegated Authority to UREBs

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

5.2 UREB membership

- 5.2.1 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;
- 5.2.2 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;
- 5.2.3 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;
- 5.2.4 UREBs are encouraged to develop a structure to allow good communication between members to reach decisions on research ethics applications.

5.3 UREB Review

- 5.3.1 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);
- 5.3.2 The UREB Chair or administrative assistant assigns each research ethics application to at least two UREB reviewers;

5.3.3 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;

5.3.4 If there are occasional situations where the UREB cannot fulfill its obligation to review a file, the GREB Chair will decide if the file should proceed to GREB as a delegated or full board review.

5.4 Appeals

5.4.1 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

TCPS2 (2014) Articles 2.5, 6.12.

7.0 APPENDICES

1. Student Course-Based Research Assignment Guidelines

8.0 REVISION HISTORY

SOP Title	Version	Updates
Unit REB Reviews	v.401.001 2016MAR07	Original: This SOP was developed based on information from the TCPS2 (2014) and Queen's University previous reports and policies (using the format of CAREB/N2).

