




<b>Section 600:</b>	<b>GREB Communication and Notification</b>
<b>Title:</b>	<b>Communication – Research Participants</b>
<b>SOP Code:</b>	<b>602.001</b>
<b>Effective Date:</b>	<b>2016MARCH30</b>

## Site Approvals

<b>Signature of Responsible Individual:</b>		
Ethics Compliance Advisor		Date: 2016MAR30
	Name: Anthony Wright	
<b>Approval Authority:</b>		
Chair, GREB		Date: 2016MAR30
	Name: Dr. John Freeman	
<b>Approval Authority:</b>		
Director, Research Ethics Compliance		Date: 2016MAR30
	Name: Dr. Andrew Winterborn	

## 1.0 PURPOSE

This SOP describes the process for GREB communication with research participants.

## 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.

## **4.0 DEFINITIONS**

See Glossary of Terms.

## **5.0 PROCEDURES**

Research participants should be able to voice in confidence their concerns and questions and request information regarding their participation or potential participation in research to an informed individual on GREB or in the GREB office.

### **5.1 Communication with Research Participants**

- 5.1.1 Research participants are encouraged to contact (by telephone or in writing) the GREB office with questions and concerns, using the contact information provided in the informed consent document. If requested, the identity of the participants will not be recorded or shared;
- 5.1.2 GREB office personnel must document all communication with research participants;
- 5.1.3 When concerns are received by either the Ethics Coordinator or the GREB Chair, they will decide if these complaints warrant greater review and the involvement of either the Ethics Compliance Advisor or Director of Research Ethics Compliance;
- 5.1.4 The GREB Chair or designee may choose to involve the Ethics Compliance Advisor and/or Director of Research Ethics Compliance to work to resolve participant issues through

mechanisms, such as a follow-up with researchers, other Queen's University representatives, and appropriate federal agencies, as applicable;

5.1.5 The GREB Chair or designee documents all communication with research participants and a de-identified record of this communication is maintained securely in the research file;

5.1.6 If applicable, GREB members will be informed of communication with research participants at the next GREB meeting.

## 6.0 REFERENCES

See References.

## 7.0 APPENDICES

None.

## 8.0 REVISION HISTORY

SOP Title	Version	Updates
Communication – Research Participants	v.602.001 2016Mar30	Original: Adoption of standardized SOPs developed by CAREB/N2 with an effective date of 2014SEP15. Minor modifications were made to the CAREB/N2 SOPs to reflect institutional policies.

