
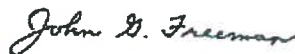



Section 200:	GREB Organization
Title:	Composition of GREB
SOP Code:	201.001
Effective Date:	2016FEB08

Site Approvals

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

1.0 PURPOSE

This SOP describes the membership composition requirements of the General Research Ethics Board (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 ensuring that the composition of GREB meets the applicable regulatory requirements.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURES

Individual members of GREB must be qualified through training, experience, and expertise to ascertain the acceptability of proposed research in terms of ethical principles and applicable regulations, guidelines, and standards pertaining to human participant protection.

To promote complete and adequate review of the type of research commonly reviewed by GREB, GREB must include appropriate diversity; therefore, selection of members must include a consideration of professional expertise (including both scientific and non-scientific) to assess the research submitted for review. Additional important considerations are: race, gender, cultural background, research experience, institutional affiliation, and sensitivity to the myriad ethical issues faced by Faculties, departments, and schools served by GREB.

5.1 Selection of GREB Members

5.1.1 In selection of GREB members, equal consideration shall be given to qualified persons regardless of gender.

5.1.2 GREB will make every effort to include cultural and ethnic minorities to represent the population from which research

participants are recruited, within the scope of available expertise needed to conduct GREB's functions;

5.1.3 GREB membership will not consist entirely of members of one discipline;

5.1.4 GREB members will be selected based on the needs of GREB as outlined below and per applicable regulations, guidelines, and standards.

5.2 Composition of GREB

5.2.1 The membership of the GREB will be in compliance with the latest edition of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (TCPS2, 2014) and, when applicable, the US Code of Federal Regulations;

5.2.2 The GREB Chair and the Director of Research Ethics Compliance need to monitor GREB membership composition and size based on the types of applications GREB receives and reviews, the number of reviews, and the necessary expertise required to adequately review submitted applications;

5.2.3 GREB will include at least five members represented by the following categories:

- At least two members who have expertise in relevant research disciplines, fields, and methodologies covered by GREB,
- At least one member who is primarily experienced in humanities or social science disciplines,
- At least one member who is knowledgeable in ethics,
- At least one member who is knowledgeable in the relevant laws,
- At least one community member who has no affiliation with Queen's University, and who is not part of the immediate family of a person who is affiliated with Queen's University,

- At least one member knowledgeable in considering privacy issues;
- At least one member who is either a researcher knowledgeable of First Nations, Métis, or Inuit (FNMI) issues, or an FNMI member of an identifiable Aboriginal community/Native Centre, or non-Aboriginal member closely associated with an FNMI community;

5.2.4 GREB's membership is loosely connected to the number of applications received each year, such that some departments will have more than one member whereas other departments are grouped to provide a representative member;

5.2.5 Queen's University senior administrators may not serve as GREB members;

5.2.6 Additional membership may be required by applicable legislation or guidelines.

5.3 Alternate Members

5.3.1 The GREB Chair or designee may ask alternate GREB member(s) to attend GREB meetings to draw on expertise in an area that may be relevant to a meeting's deliberations, or to establish a quorum for meeting(s) in the absence of regular GREB member(s);

5.3.2 Only alternate GREB members of comparable qualifications may substitute for a GREB member (e.g., a non-scientific member may not substitute for a scientific member);

5.3.3 The minutes shall document when an alternate GREB member replaces a primary GREB member;

5.3.4 All alternative members shall sign a Confidentiality Agreement and Conflict of Interest Disclosure Form.

5.4 GREB Chair/Vice Chair

- 5.4.1 Whenever possible and practicable, the GREB Chair and Vice Chair will be selected from experienced GREB members who have expressed interest in becoming the GREB Chair or Vice Chair and who are familiar with the applicable regulations and guidelines;
- 5.4.2 The Ethics Coordinator or designee updates the GREB membership roster to reflect changes in membership;
- 5.4.3 The GREB Ethics Compliance Advisor updates membership rosters when United States OHRP registration is required.

5.5 Ad Hoc Advisors

- 5.5.1 Ad hoc advisors have specific expertise and competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on GREB;
- 5.5.2 All ad hoc advisors shall sign a Confidentiality Agreement and Conflict of Interest Disclosure Form;
- 5.5.3 Ad hoc advisors may not contribute directly to GREB's decisions and their presence or absence shall not be used in establishing a quorum;
- 5.5.4 Documentation of key information provided by ad hoc advisors shall be summarized in the GREB minutes and, if available, the written report shall be placed in the GREB files.

5.6 Observers at GREB Meetings

- 5.6.1 The GREB may allow observers to attend its meetings;
- 5.6.2 Observers shall sign a Confidentiality Agreement and Conflict of Interest Disclosure Form;
- 5.6.3 Where GREB finds that an observer qualifies as an expert in relation to the research under consideration, the observer may be allowed input if it is relevant and significant to the discussion;

5.6.4 Observers shall not participate when GREB discusses its decisions, reaches consensus, or votes on an application;

5.6.5 The minutes will reflect the presence of any observers as well as the expertise and contributions made, when applicable.

6.0 REFERENCES

See References.

7.0 APPENDICES

None.

8.0 REVISION HISTORY

SOP Title	Version	Updates
Composition of the GREB	v.201.001 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).