
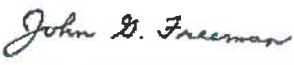



Section 200:	GREB Organization
Title:	Duties of GREB Members
SOP Code:	203.001
Effective Date:	2016FEB08

Site Approvals

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

1.0 PURPOSE

This SOP describes the duties of the members 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 is responsible for clearly articulating all required duties associated with membership to GREB to potential and current GREB members. GREB members and alternates are responsible for fulfilling their duties as specified in this SOP.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURES

Each GREB member's primary duty is to protect the rights and welfare of human research participants.

To fulfill their duties, GREB members must be well versed in regulations governing human participants' protection as well as humanities and social science research ethics, and policies germane to human research participant protection. GREB functions impartially and provides a fair hearing to all research proposals.

5.1 Attendance

5.1.1 Regular GREB members are expected to attend the regularly scheduled GREB meetings. GREB members may be asked to step

down if they consistently miss more than 25 percent of scheduled GREB meetings;

5.1.2 GREB members must notify the GREB office if they will be absent for a GREB meeting to ensure that quorum can still be met and/or an appropriate alternate may attend instead;

5.1.3 Alternate GREB members are expected to attend the identified GREB meetings for which they have confirmed their availability to replace a regular GREB member, and/or a minimum of two GREB meetings per year;

5.1.4 GREB members are expected to be available for the entire GREB meeting. The Chair will ask department heads to ensure that no teaching activities are scheduled concurrently with GREB meeting times.

5.2 Terms of Duty

5.2.1 All members of GREB, including the GREB Chair and Vice-Chair, will be appointed for a term as specified in the GREB Terms of Appointment which is outlined in SOP 202.001, Management of GREB Membership.

5.3 Duties of GREB Members

5.3.1 All GREB members attending a GREB meeting are expected to review the relevant materials submitted for each item under review or consideration by GREB, to submit comments in advance of the GREB meeting, when applicable, and to be prepared to discuss and provide input for each agenda item at the full board meetings;

- 5.3.2 GREB members are expected to participate in the discussion of: full and delegated reviews, new policies, current activities, and adverse events, as these are equally important discussions on the GREB meeting agenda;
- 5.3.3 Each GREB member is expected to fulfill specific duties based on the roles outlined below. More than one GREB member may fulfill each role;
- 5.3.4 All members are expected to provide input on areas germane to their knowledge, expertise, and experience, professional and otherwise;
- 5.3.5 Community members are expected to provide input regarding their knowledge about the local community and be able to discuss issues and research from that perspective (e.g., readability of the application and materials given to participants);
- 5.3.6 Members knowledgeable in relevant law are expected to alert GREB to legal issues and their implications, but not to provide formal legal opinions nor to serve as legal counsel to GREB;
- 5.3.7 Members knowledgeable in ethics are expected to guide GREB in identifying and addressing ethical issues related to the research under review;
- 5.3.8 Ad hoc advisors are individuals with competence in special areas where that expertise is helpful to GREB. Ad hoc advisors may be required to submit a written report and may participate via teleconference or attend the GREB meeting to lend their expertise to the discussions;
- 5.3.9 The GREB Chair or designee can ask an ad hoc advisor to attend a GREB meeting to draw on specific expertise in an area that may be relevant to GREB's review and deliberations of the research;

5.3.10 The GREB Chair or designee provides overall leadership to GREB.

5.4 Duties of GREB Chair and Vice-Chair

5.4.1 The GREB Chair is responsible for ensuring that the GREB review process is compliant with all applicable local policies, and national and international regulations and guidelines;

5.4.2 The GREB Chair can delegate any of the responsibilities, as appropriate, to a Vice-Chair or other qualified individuals. Any responsibilities that are delegated by the GREB Chair must be documented;

5.4.3 The GREB Chair or designee facilitates the review process based on GREB and Queen's University policies and procedures, SOPs, and applicable regulations and guidelines;

5.4.4 The GREB Chair or designee evaluates the level of risk of each research project and determines whether it should be a delegated or full review;

5.4.5 The GREB Chair or designee monitors GREB's decisions for consistency and ensures that decisions are recorded accurately and communicated to researchers in writing in a timely fashion;

5.4.6 The GREB Chair or designee ensures that all GREB members are free to participate in discussions during the GREB meetings;

5.4.7 The GREB Chair or designee performs or delegates authority to GREB members to perform delegated reviews;

5.4.8 The GREB Chair or Ethics Compliance Adviser reviews all course-based ethics applications;

5.4.9 The GREB Chair or designee signs off on all GREB decisions in writing;

- 5.4.10 The GREB Chair or designee reviews all amendments and renewals to make sure the ethical standards are met;
- 5.4.11 The GREB Chair or designee can suspend the conduct of any research project deemed to place participants at unacceptable risk pending discussion by the full board. The GREB Chair or designee can suspend the conduct of the research if he/she/ze determines that a researcher is not adhering to the GREB ethically cleared protocol or to GREB's policies and procedures;
- 5.4.12 The GREB Chair or designee in conjunction with the Director of Research Ethics Compliance will report on the activities of GREB to Queen's University through the Vice Principal (Research) on an annual basis, which is based on the fiscal year (May 1st – April 30th);
- 5.4.13 The GREB Chair or designee, in conjunction with the Ethics Compliance Advisor and Director of Research Ethics Compliance, and other Queen's University officials as applicable, ensures GREB members are informed of all new legislation, regulations, policies, and guidelines pertaining to human participant research, and shall advise GREB on policies and procedures related to research conduct;
- 5.4.14 The GREB Chair, in conjunction with the GREB Ethics Compliance Advisor and Director of Research Ethics Compliance, shall assess the educational and training needs of GREB members and office personnel, and will address any gaps identified;
- 5.4.15 The GREB Chair or designee reviews and approves GREB policies and procedures annually, to ensure GREB SOPs meet all current standards.

5.4.16 The GREB Vice-Chair or equivalent is responsible for performing the duties of the GREB Chair when the GREB Chair is unable to do so:

- The GREB Vice-Chair performs all responsibilities assigned by the GREB Chair,
- The GREB Vice-Chair assists with the overall operation of GREB.

5.5 Primary and Secondary Reviewers

5.5.1 For delegated reviews, GREB normally assigns two reviewers to each application when training is in-progress.

5.5.2 The second reviewer is asked to review the file and submit comments within one week to the lead reviewer (Chair). The lead reviewer (Chair) is expected to review the file and submit all changes within two weeks of receiving the application;

5.5.3 For delegated reviews, the reviewers will receive the researcher's responses and may either ask more questions or clear the file;

5.5.4 For full board reviews, the Chair will assign a primary (Chair) and a secondary reviewer to speak to the research projects at a GREB meeting. All GREB members are asked to submit their comments on the file before the GREB meeting;

5.5.5 For full board reviews, the primary (Chair) and secondary reviewers present their findings resulting from review of the GREB submission materials, provide an assessment of the soundness and safety of the research, and recommend specific action to GREB. They lead the discussion of the research project during the GREB meeting. The primary and secondary reviewers review additional material(s)

as requested by GREB for the purpose of ethical clearance of the research.

5.6 Training and Education

5.6.1 GREB members are expected to follow training and education procedures outlined in SOP 206.001, Training and Education.

5.7 Conflict of Interest (COI)

5.7.1 GREB members are expected to follow conflict of interest procedures outlined in SOPs 105A.001, Conflict of Interest (COI).

6.0 REFERENCES

See References.

7.0 APPENDICES

None.

8.0 REVISION HISTORY

SOP Title	Version	Updates
Duties of GREB members	v.203.001 2016FEB08	Original: This SOP was developed based on information from the TCPS2 (2014) and/or Queen's University previous documents or policies (using the format of CAREB/N2).