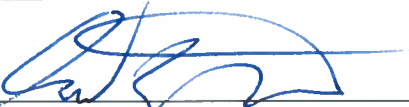
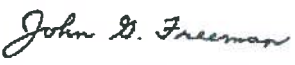



Section 200:	GREB Organization
Title:	GREB Office Personnel Serving as GREB Members
SOP Code:	204.001
Effective Date:	2016FEB08

Site Approvals

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

1.0 PURPOSE

This SOP describes the duties of GREB office personnel serving as 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 or designee 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. GREB office personnel serving as GREB members shall have knowledge, experience, and training comparable to what is expected of GREB members.

5.1 Duties

- 5.1.1 GREB office personnel who are designated as Board Members may attend convened meetings and participate in discussions, but they shall not be counted in determining a quorum nor shall they participate in any votes;

5.1.2 GREB office personnel who have been appointed to serve as GREB members may perform delegated reviews in accordance with the delegated review procedures outlined in SOP 402.001, Delegated Review;

5.1.3 The assignment of these tasks to GREB office personnel will be documented in GREB meeting minutes.

5.2 Appointment Criteria

5.2.1 GREB office personnel who serve as GREB members shall have knowledge, experience, and training comparable to what is expected of GREB members. GREB shall ensure that office personnel can fulfill their responsibilities as GREB members independently.

5.3 Training and Education

5.3.1 GREB office personnel serving as GREB members are expected to follow training and education procedures for GREB members outlined in SOP 206.001, Training and Education.

5.4 Conflict of Interest (COI)

5.4.1 GREB office personnel serving as GREB members are expected to follow conflict of interest procedures for GREB members 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
GREB Office Personnel Serving as GREB Members	v.204.001 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).