



Senate

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Responsibility for Implementation	UREB

**Authority:**

The Government of Canada’s Panel on Research Ethics (PRE) created the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)* and requires that research proposals developed by members of the Mount community (student, faculty, adjunct professors, administrators, employees and other persons holding appointments by the Board of Governors) involving human participants and falling under the TCPS 2 be brought before the University Research Ethics Board (UREB) for review and approval. As indicated in the *TCPS2*, the UREB is an arms-length entity whose primary responsibility is to protect the interests of society and human participants involved in research conducted under the auspices of MSVU. The mandate of the UREB is to review the ethical acceptability of research including approving, rejecting, proposing modifications to, or terminating any proposed or ongoing research involving human participants which is conducted within, or by members of, the institution using considerations set forth in the *TCPS2* as a minimum standard. The UREB is a standing committee of Senate and reports to the Senate annually.

**Membership:**

All UREB members shall be competent to judge the ethical acceptability of proposals and shall be knowledgeable about the UREB Policy and Procedures as well as the *TCPS2*. The UREB will normally consist of 14 members, including 10 faculty members elected by Senate from the Eligible Faculty Complement. Members will typically be appointed for three year terms and the appointments are renewable. Terms shall also be staggered to preserve experience and continuity in the function of the Committee.

The membership of the committee shall, at a minimum, consist of the following:

- Elected members:
  - ten members from the Eligible Faculty Complement:
    - Two from each of the three faculties (Arts & Science, Education, Professional Studies)
      - These members must have the relevant knowledge and expertise to understand the content area and methodology of the proposed or ongoing research, and to assess the risks and potential benefits that may be associated with the research (TCPS2 Article 6.4[a]).
    - One member representing a department that offers a graduate program.
    - Four members-at-large
      - These members must have the appropriate knowledge, expertise and training to contribute to the research ethics review process. (TCPS2 Article 6.4).
- Community Member(s), person(s) external to the university, who is a voting member, chosen by the UREB.
  - As the size of the UREB increases beyond the minimum number of Eligible Faculty Complement faculty members, the number of community representatives should also increase. The UREB shall formulate this by ensuring for every 5 faculty members, one community member shall be appointed by the UREB membership
- Research Ethics Coordinator (ex officio) - non-voting
- One member who is knowledgeable in the law
  - This member shall be recruited following the same procedures as that for Community Members and may come from the Eligible Faculty Complement or from the community at large.
  - The role of the member knowledgeable in the law (TCPS2 Article 6.4[c]) is to alert REBs to legal issues and their implications (e.g., privacy issues), not to provide formal legal opinions or to serve as legal counsel for the REB.

NOTE: Each member shall be appointed to formally fulfill the requirements of only one of the above categories.

In the event that the UREB is reviewing an application that requires particular community or research subject representation, or a study that requires specific expertise not available from its regular members, the UREB Chair may appoint an appropriate *ad hoc* member, either internal or external to the university, who has the required expertise. Their appointment is only for the duration of that particular review and they are not voting members of the UREB.

### **Chair and Vice-Chair:**

The Chair will be chosen from among the Senate-elected members of the UREB. The Chair is elected by the UREB and normally serves a one year term that is renewable.

The Vice-Chair will be chosen from among the Senate-elected members of the UREB. The Vice-Chair is elected by the UREB and normally serves a one year term that is renewable. The Vice-Chair will assist the Chair in reviews, document development as well as have signing authority when the Chair is unavailable or in a conflict of interest.

Neither the Chair nor the Vice-Chair shall be a member of a departmental research ethics board.

### **Quorum:**

UREB quorum shall be at least six members which must include two members with expertise in relevant research disciplines covered by the UREB and one community member.

### **Functions:**

- To develop institutional research ethics policies, procedures and guidelines with regards to research with human participants that, as a minimum, meets the requirements set out in the TCPS2.
- To ensure that Researchers, Administrators and Research Ethics Boards (UREB and DREBs) are aware of all applicable policies, regulations and guidelines applicable to research ethics.
- To apply the Institutional policy or guidelines to all research involving human participants that is conducted under the auspices or jurisdiction of the Mount.
- To review all research ethics clearance applications involving human participants and to approve, reject, propose modifications to, or terminate any proposed or ongoing research involving human participants which is conducted within, or by members of, the institution.
- To keep current on ethical issues related to research involving human participants and to promote to the Mount Community, with the support of the Research Office, educational activities and training activities in the area of research ethics and human participants.
- To monitor ongoing projects and to determine guidelines for the review of ongoing research projects and guidelines for reviewing requests for changes in previously approved research as required by the TCPS2.
- To review periodically the current terms of the TCPS2 and, if warranted, to recommend appropriate changes to Senate policies and procedures.
- To review and recommend on the university's ethics review policy and alert Senate to any ethics issues that may affect the Mount community at large.

- To serve as a resource to the research community, communicating and advising researchers on guidelines, procedures and other matters relating to the conduct of research with humans.
- To ensure that undergraduate and course level research proposals are reviewed in accordance with TCPS2 and in a timely manner, the UREB will establish DREBs to review some student research projects involving human participants. The DREBs report to the UREB and the UREB will review annually the policies, procedures, and decisions of the DREBs.
- To inform the Associate Vice-President (Academic & Research) and Financial Services of a delay in a grant recipient(s) receiving ethics clearance for the research project if REB approval is not obtained within six months of the award date as per the requirement of Schedule 2.1.g of the MOU signed with the Tri-Council that states: “inform the Agency of a delay, and explain the reason for the delay, if REB approval is not obtained within six months of the award date, in which case the Agency may consider that the condition of award has not been fulfilled and reallocate the funds”.
- To report allegations of individual non-compliance to the Associate Vice-President (Academic & Research) in accordance with the Mount’s *Policy for Integrity in Research and Scholarship*.

## Meetings

The UREB will meet once a month during the academic year and when required otherwise. These meetings are required to discharge the committee’s responsibilities and to keep and maintain minutes of such meetings with the documentation being assessable to researchers, as it pertains to their application. Members are expected to attend a minimum of 70% of the meetings per year.

## Reporting to Senate

- For Information
  - Annual Report to Senate in June of each year.
  - Creation of, or modifications to, guidelines, procedures, and forms that involve the application of the TCPS2 or to maintain compliance with any other required entity (e.g. federal or provincial edicts, etc.) are considered part of the review process of the UREB and as such will be submitted for information to Senate.
- For Approval
  - Changes to the Terms of Reference
  - Creation of, or modifications to, the Mount’s policies on research ethics