



Research Ethics Board

REB Guidance and Information Document

Document Number	REB.INFO.301
Title	Visitors attending Research Ethics Board Meetings
Effective Date	March 2022
Next Review	2027
Next Administrative Review	2025

1) Purpose

The purpose of this information document is to provide information on the requirements and process of visitors attending Research Ethics Board (REB) Meetings.

2) Definitions

- a) See the MSVU (Mount Saint Vincent University) **REB Glossary of Terms (REB.INFO.001)**

3) Notice to Researchers

The information in this document is for information and guidance purposes only. Each research study poses unique properties and/or situations that may require additional or different guidance than what is presented in this document. The information in this document is meant to provide general situational advice and does not constitute research ethics compliance in absolute form. If you have any questions, please contact ethics@msvu.ca.

4) Guidance/Information/Procedures

- a) Visitors are permitted to request attendance at a meeting of the REB or accept a request by the REB to attend a meeting.
- b) Visitors may be in the following forms:
 - Researcher(s) – to discuss a researcher project, either currently under review or one that has yet to be submitted.
 - Guest(s) – to provide ancillary education, information sessions, workshops, etc. Guests may be internal or external to MSVU.
 - Observer – normally this would be new members who have yet to begin their term of engagement with the REB.
- c) Any person(s) who is not a current serving member of the REB and who attends a meeting must sign a *Visitor Confidentiality Agreement*. This document can be provided to visitors for review in advance of attendance.
- d) Visitors must respect and maintain the confidentiality of all discussions, deliberations, and records, and other information generated in connection with the REB activities.

- e) Visitors shall make no disclosures of such information, except to persons authorized to receive it in the conduct of affairs of the REB without prior written consent of the MSVU REB.

5) Acknowledgements

n/a

6) Modification History

INFO Number & Version	Key Changes	Effective Date
REB.INFO.301	New File #, Minor revisions for clarity and to reflect process, and revised to fit new guidance template	March 2022
REB.SOP.143	Minor Revisions, pulled into unique SOP	2011
Section 12.5	<i>Policies & Procedures: Ethics Review of Research Involving Humans</i>	2000