

Procedures: Human Research Ethics**SOP 202 Management of REB Membership**

Associated Policy	Human Research Ethics Policy AR-03
Procedure Holder	Associate Vice President Research
Executive Lead	Research Services
Approval Authority	President
Original Date	Replaces AR-03 procedures (May 2009, Oct. 2014)
Effective Date	July 2022

1.0 PURPOSE

This standard operating procedure (SOP) describes the management and oversight of the REB to ensure continuity of membership and expertise to meet guidelines, regulations and institutional requirements.

2.0 SCOPE

This SOP pertains to the YukonU REB that reviews human participant research in compliance with applicable regulations and guidelines.

3.0 RESPONSIBILITIES

All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

The REB Co-Chairs or designee is responsible for monitoring and managing the REB membership.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

REB membership (e.g., appointment, terms) and oversight of member appointments, REB related activities, communications, and other administrative requirements are the responsibility of the Research Ethics Coordinator. This must be adequately managed to continue to meet applicable regulatory composition requirements and to maintain the appropriate diversity, experience and expertise for the type and volume of research reviewed.

5.1 Appointments – Regular Members and Alternates

5.1.1 The Associate Vice-President Research (AVPR), REB Co-Chairs, Research Ethics Coordinator and REB shall recommend members for appointment to the REB.

Appointments to the REB are made by the University President. This process is outlined in

the YukonU REB terms of reference and kept on file in the Research Ethics Office. Members will be sought from the University and the Yukon.

5.1.2 Community members (meeting membership requirements) are solicited from the greater local community (Yukon);

5.1.3 Each REB member selected is approved by the REB Co-Chairs or designee or as determined by the YukonU REB terms of reference;

5.1.4 Candidates selected to serve on the REB will be provided a letter of appointment by the President and a *Confidentiality of Information and Conflict of Interest Agreement*.

5.1.5 REB members will be required to complete the TCPS2 CORE Tutorial within 6 months of appointment.

5.2 Appointments – REB Co-Chairs

5.2.1 The REB Co-Chairs are appointed as per YukonU's REB terms of reference;

5.2.2 The REB Co-Chairs will be asked to sign a *Confidentiality of Information and Conflict of Interest Agreement*.

5.3 Ad hoc Advisors

5.3.1 At their discretion, the REB Co-Chairs or designee may invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the REB.

5.4 Terms of Appointment

5.4.1 Each REB member will serve for a term of 2 years;

5.4.2 Renewal of an REB member may occur for 3 additional terms by mutual agreement of the REB member, the AVPR, REB Co-Chairs and Research Ethics Coordinator. Every effort will be made to ensure continuity and a core of knowledgeable and experienced members;

5.4.3 The Co-Chairs of the REB will be appointed by the REB members and shall serve, initially, for a term of one year, renewable at the discretion of the REB members with the agreement of the Chair, for an additional two years. At the expiry of the initial two year term, the appointment may be renewable for additional term(s) with the agreement of the Chair and REB;

5.4.4 Terms will be overlapping to preserve the experience level, expertise, and continuity of the REB.

5.5 Qualifications and Training of REB Members

5.5.1 Each member of the REB will follow qualification and training.

5.6 Resignations and Removals

5.6.1 An REB member may resign before the conclusion of their term upon provision of notice to the REB Co-Chairs or designee. The vacancy will be filled as quickly as possible;

5.6.2 An REB member may be asked to step down if they regularly miss scheduled Full Board meetings in their term;

5.6.3 The REB Co-Chairs or AVPR may otherwise remove an REB member at any time, if they are not fulfilling their designated REB duties in a timely, competent and ethical manner;

5.6.4 An REB member should resign immediately upon determination of research misconduct, mismanaged conflict of interest or any other relevant behavior that could be perceived as compromising their ethical judgment;

5.6.5 Every effort will be made to recruit a similarly qualified replacement prior to the departure of a member to preserve the level of experience and expertise and to ensure the continuity of the functions of the REB.

5.7 Compensation

5.7.1 Compensation and reimbursement of expenses for REB members will be according to YukonU policies.

5.7.2 Participation by University faculty or staff as an REB member is considered a component of their job responsibilities as established by their supervisors. Community members shall receive reimbursement for miscellaneous expenses upon request.

5.8 Liability and Coverage

5.8.1 All REB members are insured for their research ethics review-related work by the organization's insurance policy, subject to the terms and conditions of that policy.

5.8.2 Members are indemnified by the University as part of their REB membership in their capacity as agents of the University.

5.9 Documentation

- 5.9.1** The Research Ethics Office Personnel will maintain an updated electronic REB membership list;
- 5.9.2** The REB membership list is reviewed and updated as required, or with the initiation of new or conclusion/termination of existing terms;
- 5.9.3** The current REB membership list is available on the YukonU REB’s website. Archived REB membership lists are kept on file and available through the Research Ethics Office;
- 5.9.4** CVs, other supporting documents related to education and expertise, signed members’ letters of appointment and confidentiality agreements for all current and past REB members will be maintained in the Research Ethics office;
- 5.9.5** The REB Co-Chairs or designee will maintain the REB membership roster which includes:
 - Names of REB members
 - Earned degree(s),
 - Area(s) of expertise and organizational affiliation(s),
 - Role on the REB (e.g. faculty or staff member, community member, etc.), and indications of experience sufficient to describe each member’s chief anticipated contribution to REB deliberations (as applicable);
- 5.9.6** A detailed membership list will be kept in the Research Ethics office. This list will contain REB member contact information and additional information on areas of expertise for the purposes of communication and reviewer assignment. It will be kept confidential for access only by REB members and the Research Ethics Office Personnel;

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP 202	July 2022	YukonU version adapted from N2/CAREB SOP 202.003 (October 8, 2019) and CAREB SOP202.001 (2021)