



OFFICE OF RESEARCH ETHICS and RESEARCH ETHICS BOARD

Consultations
Chair, REB Members, Office of Research Ethics respond to e-mail, phone calls, meet in-person for ethics consultations and REB process.

Education and Communication
Website management and content, education resources, workshops and presentations on research ethics, individual course presentations, specialized presentations.

File Management and Reports
Application forms, modification and adverse online file database management, reports

Exemptions
Chair determines exemption according to TCPS2 2.2, 2.3, 2.5, 2.6

Missing Protocol Documents
If necessary, Coordinator contacts researchers regarding missing application documents or components necessary for review

Re-submission
Researchers re-submit completed application.

PROTOCOL APPLICATION SUBMITTED

PRE-CHECK
Protocol application is examined using Application Checklist to ensure documents available for review

SCHEDULE FOR REVIEW
Protocol is scheduled for Proportional review and assigned to REB Committee and reviewers

Chair Daily
Final clearance
Protocol modifications
Protocol events
Executive reviews
Administrative reviews
Secondary use of data
External researcher requests
Multi-jurisdictional research

Delegated Board Weekly
Chair + 2 Board Members
Reviews all minimal risk protocols

Full Board (Socio-Behavioral) Monthly
Chair + Full Board members
Reviews more than minimal risk or speciality protocols
Provides policy direction and planning for REB

Full Board (Biomedical) As needed
Chair + Speciality Board members
Review clinical trials, medical research, and genetic and other human tissue research
Provides policy direction and planning for REB

Administrative Research
As needed
Chair + Speciality members
Reviews administrative research, administrative surveys

Delegated Review for Education and Learning (REBEL) As needed
Reviews SoTL research, faculty course research, student internships/practicum research

POST REB COMMITTEE REVIEW

REB Review Comments are sent to researchers

Researchers respond to comments and submit modified protocol

Chair reviews responses, modified protocol and clears protocol

POST CLEARANCE

Chair
Requests to Revise and protocol modifications; Unanticipated, Adverse and Serious Events; consultations on on-going projects

Office of Research Ethics Staff
Progress Report and Final Report communication; eRSO database maintenance, data entry and report generation