Research Ethics Office, Research Ethics Boards Standard Operating Procedures University of Saskatchewan

Section 200:	REB ORGANIZATION			
Standard Operating	201 COMPOSITION OF THE RESEARCH ETHICS BOARD			
Procedure (SOP):				
This SOP pertains to:	U of S Research Ethics Boards			
Responsibility for	The Vice-Presider	Vice-President Research, the Director, Research Ethics, the Chairs of		
executing this SOP:	the U of S Resear	of S Research Ethics Boards and Institutional Officials		
Approval Authority	The Vice-President Research			
Effective Date:	July 1, 2012	Superseded		
		documents dated:		

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1.	PURPOSE This SOP specifies the requirements for the composition of the REBs responsible for reviewing research conducted under the auspices of the University of Saskatchewan (U of S)	
2.	POLICY The membership of the REB will be sufficient to ensure the appropriate expertise, disciplinary backgrounds, and independence required for competent research ethics review. The membership of the U of S REBs will be diverse and include individuals with varying backgrounds and appropriate professional competence to review the diverse types of protocols that are received. REB members will be qualified to ascertain the acceptability of the research in terms of institutional commitments and regulations, all applicable laws, and standards of professional conduct and practice.	45 CFR 46.107 21 CFR 56.107
	 The REBs shall consist of at least five (5) members, including both women and men, of whom: a. at least two members have expertise in relevant research disciplines, fields and methodologies covered by the REB; b. at least one member is knowledgeable in ethics c. at least one member is knowledgeable in the relevant law (mandatory for biomedical research only) d. at least one member has no affiliation with the institution, but is recruited from the community served by the institution. 	TCPS2 Article 6.4
	When the REB reviews natural health products, the membership shall include one member knowledgeable in complementary or alternative health care. The majority of the members of the REB should have both the training	
	and the expertise to make sound judgments on the ethics of research proposals involving human participants. Its membership should be broad enough to reflect the context of the society within which it operates.	Natural Health Products Regulations Part 4

3. SPECIFIC POLICIES

3.1 Composition of the Boards

Research Ethics Board members are appointed by the Vice-President Research or delegate. Members will be selected according to the criteria outlined in 2 above and each member shall be appointed in one capacity only for each of the membership categories.

TCPS2 Article 6.4

3.1.1 Regular Members:

The backgrounds of the regular members shall be varied in order to promote complete and adequate reviews of the types of research activities commonly reviewed by the REB. The majority of regular members must be Canadian citizens or permanent residents .

- a. **Community members**: The community member shall not be affiliated with the institution, should be knowledgeable about the local community and be willing to discuss issues and research from that perspective. Consideration should be given to recruiting individuals who speak for the communities from which the Institution will draw its research participants. Community members should not be currently engaged in research or legal work as their principal activities and should not be vulnerable to intimidation by the professionals on the REB. As the size of the REB increases, every effort will be made to ensure that the number of community representatives also increases.
 - a. Scientific members: The REB will include physicians and experts in humanities, physical, behavioral, social or biological science. When an REB encounters studies involving science beyond the expertise of the members, the REB may use ad hoc reviewers to assist in the review.
 - b. **Non-voting members**: Research Ethics Office staff with requisite experience, expertise and knowledge may serve as non-voting members on the REB.
 - c. Chair: The Chair of the REB shall be appointed by the Vice-President Research and shall serve normally for a term of 3 years, renewable once at the discretion of the Vice-President Research

TCPS2 Article 6.4

Terms of Reference for REB Chair

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3.1.2	Substitute Members Substitute members are qualified voting members who serve as alternates for regular members to ensure REB membership composition requirements are met. A substitute member's presence at a REB meeting in the place of an absent regular member may be used in establishing quorum.	
3.1.3	Ad Hoc Reviewers The REB Chair or delegate may invite individuals with competence in special areas or knowledge to assist in the initial or continuing review of issues that require expertise beyond or in addition to that available on the REB. These individuals may not vote with the regular and substitute members of the REB and their presence or absence will not be used in establishing a quorum for a REB meeting.	