



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

Section 200:	RESEARCH ETHICS BOARD ORGANIZATION		
Standard Operating Procedure:	202 MANAGEMENT OF THE RESEARCH ETHICS BOARD (REB)		
This SOP pertains to:	The Research Ethics Boards of the University of Saskatchewan		
Responsibility for executing this SOP:	Director, Research Ethics, the Chairs of the U of S Research Ethics Boards, and The Vice President Research.		
Approval Authority	The Vice President Research 		
Effective Date:	Jan 1, 2012	Superseded documents dated:	?? 

<p>1. PURPOSE This SOP describes the management and oversight of the REB to ensure continuity of membership and to ensure the REB has the expertise to meet guidelines, regulations and institutional mandates.</p>	
<p>2. POLICY The management of the membership of the REBs and oversight of member appointments, REB related activities, communications and other administrative details are the responsibility of the Director, Research Ethics.</p>	
<p>3. SPECIFIC POLICIES</p> <p>3.1 Term of Appointment Members shall normally be appointed for a three (3)-year term, and can normally serve for two (2) concurrent terms, for a total of six (6) years. Exceptions will be considered on a case-by-case basis. Decisions on member re-appointment shall be made by mutual agreement of the REB Members, REB Chair, Director, Research Ethics and the Vice President Research. Every effort will be made to ensure continuity and a core of knowledgeable and experienced members.</p>	
<p>3.2 Appointments The Vice-President Research in consultation with the REB Chair and the Director, Research Ethics has the authority to appoint members to the REBs. Members will be solicited from the University, Saskatoon Regional Health Authority and the Province of Saskatchewan.</p>	
<p>3.3 Resignations and Removals A member may resign before the conclusion of his/her term. The vacancy will be filled as quickly as possible. Frequent unexplained absences will be construed as a notice of resignation. An appointment may be ended if a Member is absent for three consecutive meetings without prior arrangement with the REO. The</p>	

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<p>Vice-President Research may remove a member for cause at any time.</p>	
<p>3.4 Compensation Participation by University faculty or staff as an REB member is considered a component of their job responsibility as established by their supervisors. Community members shall receive reimbursement for parking and other miscellaneous expenses upon request. REB Chairs receive compensation as outlined in the REB Chair Expense Account Terms of Usage.</p>	<p>REB Chair Expense Account Terms of Usage</p>
<p>3.5 Liability Insurance Members are indemnified by the University as part of their REB membership in their capacity as agents of the University.</p>	
<p>3.6 REB Rosters 3.6.1 REB rosters will be maintained by the Research Ethics Office and will include:</p> <ul style="list-style-type: none"> • Names of REB members • Earned degrees • The representative capacity of REB members <ul style="list-style-type: none"> ○ Scientist or nonscientist. ○ Affiliated or nonaffiliated member including employment or other relationships between the REB member and the organization. ○ Indications of REB members experience and expertise sufficient to describe the chief contribution of each REB member contribution. • Terms of appointment. <p>3.6.2 Rosters will be updated when REB members change. Expired rosters will be archived with the relevant date range noted in the header</p>	<p>45 CFR 46.103(b)(3) 21 CFR 56.115(a)(5)</p>