MEMORANDUM
OFFICE OF RESEARCH ETHICS

TO: Ms. Alison Watt, Director
    University Secretariat
FROM: Bruce Whittlesea, Chair
      Research Ethics Board (REB)
RE: Annual REB Senate Report
    2002/2003
DATE: September 9, 2003

Dear Ms. Watt:

In accordance with Policy R20.01, “Ethics Review of Research Involving Human Subjects”, section 3.6, I am submitting, on behalf of the Research Ethics Board, the annual report to Senate. The report spans the time frame November 1, 2002 to August 31, 2003.

Sincerely,

Bruce Whittlesea

Enclosure
/bjr
Regular meetings are held on the third Monday of each month. The REB Web site is located at: 
http://www.sfu.ca/vp-research/ethics/index.htm

SFU policy 20.01 defines the REB as 12 voting members and the Director of the Office of Research Ethics (DORE) as an ex-officio non-voting member. The 12 voting members are composed of six members elected by each Faculty, 3 members elected by Senate from the university at large, who may be faculty or staff, one student member and two members elected by Senate from the community outside the university.

Members

Faculty Members (elected by Faculty)

Applied Sciences:
Charles Krieger (Vice-Chair)
School of Kinesiology

Arts:
Daniel Cohn
Department of Political Science

Business Administration:
Rick Iverson

Science:
Bruce Brandhorst
Molecular Biology and Biochemistry

Three Members from the University Community At Large (Faculty or Staff)

Adrienne Drobnies
Research Grants Facilitator
Faculty of Science

Maureen Hoskyn
Faculty of Education

Student Member:
Joanna Lemay, Undergraduate Student
Women's Studies
Two Members from the Community Outside of the University
Lynne Kennedy
William (Bill) Melville

Director, Office of Research Ethics  Ethics Officer
Hal Weinberg  Barb Ralph

Resignations from the REB

Dr. David Zandvliet, Faculty of Education member, resigned February 2003.

Expiry of Term

Ms. Krista Muis, Graduate student representative, term expired in May 2003.

Minimal Risk Applications Approved by the REB November 1, 2002 to August 31, 2003

Faculty - 91
Graduate Students - 204
Undergraduate Honours Students - 63
Post Doctoral - 3
Other - 29

Non-Minimal Risk Applications Approved by the REB November 1, 2002 to August 31, 2003

5 faculty; 2 lecturers; 4 graduate students

Actions and Issues

Maintenance of Records
Written or other forms of documented consent for minimal risk protocols be retained by the researcher for a period of one year after the research has been completed.

Variance of Informed Consent
The REB may approve consent procedures which do not include, or which alters, some or all of the elements of informed consent, or waive the requirement to
obtain informed consent, provided that the REB finds and documents that:
   i) the protocol is minimal risk
   ii) the waiver is unlikely to adversely affect the rights and welfare of the subjects;
   iii) the research could not practically be carried out without the waiver;
   iv) whenever possible and appropriate, the subjects will be provided with additional pertinent information after participation; and
   v) the waived or altered consent does not involve a therapeutic intervention.

Age
For minimal risk protocols only, persons greater than or equal to 14 years of age and less than 19 years of age may in some circumstances consent to participate as a research subject in the absence of parental consent, subject to specific approval by the REB in that instance. Persons under the age of 14 may not participate as research subjects in either minimal or non-minimal risk protocols, without parental consent. Persons greater than or equal to 19 years of age are considered adults and may consent to participate as research subjects in both non-minimal and minimal risk protocols. All persons registered as regular students at Simon Fraser University are considered adults.

Research outside of Canada.
Prior to approval, researchers must inform the board what the legal jurisdictions are in the country outside Canada in which they are conducting their research and whether or not the researcher has received approval to conduct research in that country.

Directed Studies
All Directed Studies courses involving human subjects must be submitted for individual review each time the course is to be offered.

Submission of applications by students
If research falls under the auspices of the REB review, student applicants must have an SFU faculty supervisor in order to submit an ethics application.

Agreements with Simon Fraser Archives
A period of consultation with the Office of Records retention established an agreed Records Retention Schedules for the Office of Research Ethics. The procedures are unique and have resulted from an analysis of what data is necessary from both a legal and historical perspective.
Field Courses and Professional Development Courses
The Board must be informed of procedures by which student evaluations are established in Field and Professional Development courses, of the protocols to be used in these courses and any impact of protocols on children's normal classroom routine.

Lotteries
The Board agreed that it will review any application involving the offering of a lottery in excess of $500.

Ethics Approval of Thesis Proposals
The REB recommends that the Director of the Office of Research Ethics confer with the Dean of Graduate Studies to develop a document to used by all Supervisors, when protocols for studies involving human subjects are approved, confirming that the project has received ethics approval.

Approval of con-joint Courses as a Research Ethics Board Approved Course
The REB agreed to include two courses in the same approval process when one course is for the collection of data and the connected course is for the analysis and/or publication of the data collected. This procedure was applied to student applications in Publishing 899-898 however a requirement for approval was that a formal internship agreement be obtained with outside organizations that are utilized in the protocols.

Courses Approved by the REB under Policy R20.01
The REB approved the following 26 course applications from November 1, 2002 to August 31, 2003:

CMNS 320, 334, 353, 363, 455, 482
CRIM 302, 321, 462
EDUC 424 441, 853, 871, 873, 877, 878
HUM 385
PSYC 357, 430/925,
PUB 898-899
REM 663
SA 150, 255, 498