

For Information

S.03-87

SIMON FRASER UNIVERSITY

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

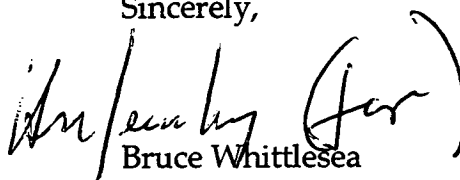
DATE: September 9, 2003

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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



**Annual Report to Senate**  
November 1, 2002 – August 31, 2003

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

Bruce Whittlesea (Chair)  
Department of Psychology

**Business Administration:**

Rick Iverson

**Education:**

David Kaufman

**Science:**

Bruce Brandhorst  
Molecular Biology and Biochemistry

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

Adrienne Drobniez  
Research Grants Facilitator  
Faculty of Science

John Lowman  
School of Criminology

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  
Hal Weinberg

Ethics Officer  
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 be 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