



For Information

Annual Report to Senate

December 12, 2001 – October 31, 2002

The Research Ethics Board (REB) conducted its inaugural meeting on December 12, 2001. 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 Zandvliet

Science:

Vacant

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

Adrienne Drobnies
Research Grants Facilitator
Faculty of Science

John Lowman
School of Criminology

One vacant position

Student Member:

Vacant

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. Zamir Punja. Faculty of Science member (Biological Sciences), resigned September, 2002.

Dr. Kathleen Akins, member from the University community at large (Philosophy), resigned September, 2002.

Ms. Wendy Gibbons, student member (Geography), resigned September, 2002.

Minimal Risk Applications Approved by the REB December 12, 2001 to October 31, 2002

Faculty - 128
Graduate Students - 164
Undergraduate Honours Students -23
Post Doctoral - 5
Other - 3 (one visiting faculty, one adjunct, one lecturer)

Non-Minimal Risk Applications Approved by the REB December 12, 2001 to October 31, 2002

4 faculty; 1 lecturer; 1 post-doctoral; 1 graduate student

Procedures for Approval of A Course as a "REB Ethics Approved Course"

A department wishing to offer an undergraduate or graduate course that requires or allows students to participate in research projects involving human subjects, must submit an application for course approval. The approval designation will remain with the course as long as the course description and the general method of teaching the course do not change.

Annual Senate Report
Research Ethics Board
Page 3.

The REB approved the following 34 course applications from December 12, 2001 to October 31, 2002:

BUS 487, 801, 847, 848, 904
EDUC 811, 822, 844,
ECON 428
CMNS 200, 354, 362, 447, 454,
CMPT 363, 873
CRIM 320, 332, 417, 862
GEOG 241, 383, 405
GERO 400
SA 101, 218, 255, 347, 356, 357, 364
URB 620
PSYC 201
WS 200



**Research Ethics Board (REB) Issues and Actions Taken at Regular
Meetings of the Research Ethics Board
December 12, 2001 and October 31, 2002**

Dr. Bruce Whittlesea elected as Chair.

Dr. Zamir Punja appointed Vice-Chair.

Dr. Zamir Punja stepped down as Vice-Chair in September and Dr. Charles Krieger named as Vice-Chair.

Actions and Issues

The REB recommended the appointment of Dr. H. Weinberg as Acting Director, Office of Research Ethics in December 2001.

After a university-wide search for the permanent position, the REB recommended Dr. Weinberg's appointment as the Director effective April 2, 2002.

The Board developed and reviewed several documents relating to Ethics Review that were used by the preceding University Research Ethics Committee. The REB confirmed the procedures used by the UREC noting that they conformed to the recommendations of the Tri-Council review of SFU procedures.

Protocols procedures and forms were approved as follows:

- | | |
|--------|---|
| Form 1 | Request for Ethical Approval of Research |
| Form 2 | Informed Consent By Subjects |
| Form 3 | Informed Consent- minors or captive and dependent populations |
| Form 4 | Subject Participation Feedback |
| Form 5 | Subject Information Document |
| Form 6 | Supplementary Information to Follow by Mail |
| Form 7 | Checklist |

The REB clarified the interpretation of several sections of Policy R 20.01 and its procedures during the course of its first year of operation including:

1. What constitutes data in the public domain?
2. When research is considered to be under auspices of the university.
3. The age of consent for minimal risk applications.
4. A monitoring procedure that would ensure the protocols and risks of studies in progress had not changed.
5. Initial discussions in reference to arrangements with the UVic REB for the co-ordination of appeal procedures.
6. The continuation of the TechBC approvals until the SFU REB has reviewed and approved the protocols.
7. Procedures for recording minutes of the REB were approved.
8. Definition of open and closed meeting of the REB: That all meetings of the REB shall be open except when applications are reviewed.
9. Procedure for rotation of REB terms: That one third of faculty members and one third of community members be replaced each year in order to assure continuity of experience on the REB.
10. It was agreed that one member of the REB be designated to develop general procedures for internet surveys.
11. It was agreed that in circumstances where unexpected events occur in a project and informed consent has not and cannot be obtained, the data cannot be used without approval of the REB.
12. It was agreed that if third parties, not under the supervision of the applicant, collect data for an project, there must be methods, approved by the REB, to insure anonymity and confidentiality when those are promised as part of the protocol.

13. It was agreed that normally all communication with research participants, including consent and information documents shall be in writing unless circumstances of the research prevent this. The REB authorizes the DORE to approve non-written consent statements in minimal risk applications.
14. It was agreed the deadline for submission of Course applications to REB for approval is April 1 for Spring Semester and August 1 for Fall Semester.
15. It was agreed that the deadline for submission of REB Ethics Approved Courses be April 1 for Spring Semester and August 1 for Fall Semester.
16. It was agreed to seek legal advice in the consideration of issues related to Limited Confidentiality.