

REB Membership Expression of Interest

The Humber Research Ethics Board (REB) reviews all research involving human participants that takes place within the Humber community. The REB ensures that all research involving human participants aligns with the standards set by the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans ([TCPS2](#)).

Humber Research Ethics Board is designed to ensure competent independent research ethics review in accordance with the provisions respecting size, composition, terms of appointment and quorum set out in [Chapter 6](#) of the TCPS2.

If you are interested in potentially becoming a member of the Humber Research Ethics Board, please review the attached terms of reference to get a sense of the commitment required and have a conversation with your Associate Dean (or equivalent) to determine your eligibility, then complete this expression of interest form and submit it to reb@humber.ca by April 20, 2018.

Note: Associate Dean (or equivalent) approval is required for your expression of interest to be considered.

Name	
E-mail	
School/Department	

Your signature below confirms your expression of interest to become a member of the Humber Research Ethics Board in the 2018/2019 academic year.

Name

Signature

Date

Approval:

Your signature below confirms you approve the expression of interest and are prepared to support the potential appointment in accordance with the terms of reference (attached).

Associate Dean (or equivalent)

Signature

Date

Humber Research Ethics Board (REB) Terms of Reference

I. Mandate

The Humber Research Ethics Board (HREB) is responsible for reviewing the ethical acceptability of all research involving humans conducted by Humber faculty, staff or students, regardless of where the research is conducted, in accordance with the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2014](#) (TCPS 2). The HREB may also be responsible for reviewing the ethical acceptability of research involving humans conducted by researchers external to the Humber community, if that research involves Humber faculty, staff or students as participants. The HREB serves the faculty, staff and students of the Humber research community as a consultative body, contributing to education in research ethics.

Research involving animals is governed by the Canadian Council on Animal Care (CCAC). Although Humber employees or students have never engaged in college-sanctioned teaching or research involving animals, the College subscribes in principle to the humane treatment of all animals used in research, instruction and testing, as outlined in the guidelines and policies of the CCAC. Humber does not currently intend to sanction any future educational or research activities that would involve animals.

II. Authority

The HREB Terms of Reference are approved by the Senior Vice President Academic (SVPA), on behalf of the President. The Humber REB is authorized to approve, reject, propose modifications to, or terminate any proposed or ongoing research involving humans within its jurisdiction. Humber College provides administrative resources to the HREB for the effective and efficient operation of the HREB to fulfil its mandate. Humber College ensures that the HREB is able to operate effectively and independently in its decision making, and supports and promotes the independence of the HREB in its decision making so that it may be free of inappropriate influence, including situations of real, potential or perceived conflicts of interest.

III. Structure, Membership, & Tenure

Members of the HREB will be nominated by the SVPA and appointed by the President. The Chair will be nominated by the HREB and appointed by the President. All members, including the Chair, may be dismissed by the President.

The HREB will consist of at least seven members, including both men and women, of whom:

- a. At least two members have expertise in relevant research disciplines, fields and methodologies covered by the HREB;
- b. At least one member is knowledgeable in ethics;
- c. At least one member is knowledgeable in the relevant law; and
- d. At least one community member who has no affiliation with Humber College.

One member will serve as the Chair. Each member will be appointed for a two year term, renewable. Where possible, membership replacement will be staggered in order to ensure a blend of new and experienced members. No member may sit on the HREB for more than six consecutive years.

Humber College will appoint an ethics administrator to provide HREB coordination, record keeping, and provision of research ethics training opportunities to Humber researchers, students and HREB members. The HREB administrator will sit on the HREB as a non-voting member. Additional administrative staff will provide the HREB with support in policy development and interpretation and ethics expertise relevant to the HREB's ethical analysis and discussion.

To ensure the independence of HREB decision making, institutional senior administrators shall not serve on the HREB. This refers to administrators at the Associate Dean or Director level, or higher.

The HREB may consult ad hoc advisors to review the ethical acceptability of a research proposal in the event that the existing members lack the specific expertise or knowledge required to review a proposal competently.

IV. Responsibilities of the Chair

The HREB Chair is responsible for ensuring that the HREB review process confirms to the requirements of the TCPS 2. The Chair will monitor the HREB's decisions for consistency and ensure that decisions are recorded accurately and communicated clearly to researchers in writing. With support from the HREB administrator, the Chair will schedule regular HREB meetings, approve the agenda for each meeting, Chair each meeting, and ensure protocols are circulated for review, oversee the revision and approval process. In order to effectively fulfil these duties, the Chair will be granted 3 hours per week for HREB activities on his/her Standard Workload Formula (SWF), or equivalent.

V. Responsibilities of the Members

All HREB members are responsible for reviewing each assigned application for compliance with the provisions of the TCPS 2. Specifically, they will offer feedback, request revisions, and approve or deny approval as required. In order to effectively fulfil these duties, members will be granted 2 hours per week for HREB activities on his/her Standard Workload Formula (SWF), or equivalent.

To allow for the efficient running of the HREB and to ensure quorum is met, regular attendance at meetings is imperative. A member who will be absent from a meeting must notify the HREB administrator five business days before a scheduled meeting. A member who misses more than two sequential meetings or three non-sequential meetings in an academic year may be removed from the HREB.

VI. Procedures

The HREB will meet face-to-face once monthly through the academic year from September to June. Quorum is at least 50 percent of the HREB voting members, including the representation set out in Section III of this document. Ad hoc advisors or non-voting members will not be counted in the quorum for the HREB. Videoconferencing, teleconferencing or use of other technologies may be utilized under exceptional or exigent circumstances to maintain quorum for HREB meetings.

Researchers will submit applications electronically via the [HREB application system](#). In consultation with the HREB Chair, the HREB administrator will assess the level of risk that the

research under review poses to participants to determine the appropriate level of research ethics review (delegated or full review).

Full review will be required for all research that carries higher than minimal risk. Where it is determined that the proposed research is of minimal risk (defined in [Chapter 2](#) of the TCPS2, 2014), the HREB administrator may authorize a delegated ethics review. Delegated reviewers shall be selected by the HREB administrator from the HREB membership. Delegated reviewers may call on other reviewers within the HREB or refer projects back to the full HREB if they determine that full board review is required. Where delegated reviewers consider a negative decision (i.e., one that would refuse ethics approval), this decision shall be referred to the full REB for review and endorsement before communicating the decision to the researcher.

Research ethics review of minimal risk, course-based research activities intended solely for pedagogical purposes may be delegated to non-REB members for review. In these instances, a HREB course designation is required. Faculty members teaching courses with a research component involving humans must submit an application for course designation via the [HREB application system](#) for approval prior to assigning any course-based research activities.

The HREB shall function impartially, provide a fair hearing to the researchers involved, and provide reasoned and appropriately documented opinions and decisions. Where a real, potential or perceived conflict of interest may exist, the member of the HREB with the conflict will excuse him or herself from the discussion of the application in question.

The HREB will make decisions on the ethical acceptability of research in an efficient and timely manner, and shall communicate all approvals and refusals to researchers in writing. In the event that a minority within the HREB membership considers a research project unethical, even though it is acceptable to a majority of members, an effort will be made to reach consensus. If disagreement persists, a decision will be made in accordance with the majority vote of the HREB members. In such instances, the minority position may be communicated to the researcher.

Each member will make a decision based only on the ethical acceptability of the research. Ideally, members of the board will reach a consensus on each application. In cases where one or more members have concerns, the board will work together to identify needed revisions that will make a project ethically acceptable. In cases where agreement cannot be reached, the board will consult first with the Dean of Research. If a disagreement persists, the majority position will stand, and the minority position will be communicated to the researcher in writing by the Recording Secretary.

VII. Record Keeping

The HREB administrator will keep records on all applications, including requests for amendment and continuation, reporting of adverse events, and completion forms. The HREB administrator will prepare meeting agendas for approval by the Chair, take minutes at each meeting, communicate HREB decisions to applicants, oversee the revision process where applicable, and prepare correspondence for Chair approval. The HREB administrator will maintain a complete file on each application and track each project through completion to ensure that all reporting requirements have been met.