

RESEARCH ETHICS BOARD LIAISON COMMITTEE

Terms of Reference

1. The decisional independence of the Research Ethics Board (“the REB”) will be respected in every instance by the Board of Governors of Laurentian University (“the LU Board”).
2. Ethics matters concerning research on human subjects must be governed by the highest authority of the University, that being the LU Board.
3. All members shall undergo training to become knowledgeable about national policies concerning human subjects’ research.
4. The Research Ethics Board Liaison Committee (“the Committee”) shall oversee the processes of research ethics review at Laurentian University (“LU”) by:
 - ensuring the consistent interpretation and application of relevant Board policies governing the REB;
 - monitoring the consistency and equity of procedures, record keeping, decision-making, and performance standards of the REB; and
 - receiving in camera evaluations or complaints concerning members of the REB received through the chair of REB.
5. The liaison committee and REB shall share the responsibility of developing and implementing policies concerning the REB that comply with the terms of TCPS 2 and future versions. The Committee shall review relevant policies, from time to time, to ensure their currency and relevance to national and other level policies and legislation and make recommendations to the LU Board who has the final authority.
6. The Committee shall receive complaints from REB about a researcher or researchers’ non-compliance with recommendations to a research proposal and be informed of the referral of the complaint to the appropriate authority for the further handling (i.e. the appropriate Dean, in the case where a faculty member is involved, and the Vice-President, Francophone Affairs, Research and Graduate Studies in all other cases).
7. Through the Chair of the REB, the Committee shall receive allegations of external influence compromising the autonomy of REB in reaching its decisions, and the referral of these allegations to the appropriate authority, as outlined above, for the further handling. Similarly, through the Chair of the REB, the Committee will be made aware of allegations of serious infractions, including but not limited to, the non-compliance with the terms of the research certificate, and/or the failure to obtain a research certificate (when applicable) before starting a research project involving humans. The Committee will also be made aware of the referral of the allegation to the appropriate authority, as outlined above, for the further handling.
8. Through the Chair of the REB, the Committee shall receive investigative reports, investigative findings and decisions as related to all of the above noted allegations.

9. The reason for an appeal by a researcher shall be governed by the terms of TCPS2 (and future revised versions) under articles 6.18, 6.19 and 6.20 and the process shall follow the terms described in these items. The Committee will oversee the identification of an appeal body for researchers to have recourse when they and the REB have been unable to reach a mutually acceptable decision. This appeal body will be a REB from another institution, whose decision will be final.
10. The Committee shall work collaboratively with REB and the Vice President, Francophone Affairs, Research and Graduate Studies to solicit the interest of members of the Laurentian University community to become members of the REB.
11. The Committee will investigate whether there are concerns about the REB performance and if so recommend a full review of the REB.
12. The Committee shall receive and review the annual budget of REB with the chair of the REB in order to make recommendations to the administration.
13. The Committee shall provide annual reports on the performance of the REB to the LU Board based on pre-determined performance indicators drafted in consultation with the REB.

Composition of Voting Members

4 Board members

4 people chosen by Senate as follows:

- a. Two members drawn from Laurentian University faculties and departments and the other academic and research communities the REB serves.¹
- b. Two members who were members of the REB within the previous five years.

The mandate shall be renewable for two years with one additional term. However the appointment must be confirmed annually by the Board of Governors.

Composition of Non-Voting Members

President and Vice-Chancellor (ex officio)

Chair of the Board (ex officio)

Vice-Chair of the Board (ex officio)

¹ Such as the Midwifery Education program, Department of Psychology, NOSM, Department of Sociology, School of Human Kinetics, Schools of Education, School of Nursing, School of Social Work, School of Native Human Services and others

The Committee may invite other resource personnel, such as the research activity manager responsible for ethics and/or consult persons outside the University, as recommended by the Committee and approved by the LU Board. Such persons should have experience or expertise as related to research activity.

Roles and Responsibilities of Vice-President, Francophone Affairs, Research and Graduate Studies

1. Is responsible for providing administrative support for the activities of the REB and the Committee. Such support includes but not limited to recruitment, training and management of **REB members and** the Committee.
2. Acts as liaison with internal and external offices in the university and researchers on ethics and administration issues
3. Oversees the processes of the REB and of the Committee replenishment, education and training of members and Laurentian University researchers, and the securing of associated resources.
4. Ensures that decisions made by the Committee are in compliance with the policy terms of TCPS2 (including future revisions/replacements) and Memorandum of Understanding with the Tri-Council
5. Consults and implements the policies adopted by the Board of Governors.
6. Ensures that the education and training offered to new REB and Committee members is current, relevant, and elucidates and makes the ethics policies available as widely as possible across the University.
7. Maintains a pool of individuals who may be called on as ad-hoc advisors to, and guest reviewers for, the REB in order to ensure the best possible inclusion of specialized expertise in the review of ethics applications. Members of the Expert Resource Pool shall be 'on-call' to the REB chair and may attend REB meetings and provide reports as requested, but shall not vote on any motion before any REB.
8. Cooperates and facilitate the work of an external audit of the REB.

Terms approved by the Board of Governors on October 13, 2011