




	REB Ethical Clearance
SOP Code:	404.002
Effective Date:	2020DEC14

Site Approvals

<i>Signature of Responsible Individual:</i>		
<i>Manager , Research Ethics Compliance</i>		<i>Date:</i>
	<i>Name: Jennifer Couture</i>	
<i>Approval Authority:</i>		
<i>Chair, GREB</i>		<i>Date:</i>
	<i>Name: Dr. Dean Tripp</i>	
<i>Approval Authority:</i>		
<i>Director, Research Ethics Compliance</i>		<i>Date:</i>
	<i>Name: Dr. Andrew Winterborn</i>	

1.0 PURPOSE

This SOP describes the minimum requirements that research proposals involving human participants must meet to receive ethics clearance by the GREB, independent of the review pathway (i.e. full board or delegated review).

2.0 SCOPE

The scope of this SOP is restricted to the review of the ethical conduct of research involving humans that falls under GREB’s oversight. GREB primarily has research ethics oversight over Humanities, Social Sciences, Science, Engineering, and

administrative research conducted under the auspice of Queen’s University. The scope of GREB’s oversight is limited to those activities defined in the TCPS 2 as “research” involving “human participants.”

3.0 RESPONSIBILITIES

All GREB members and GREB office personnel are responsible for ensuring that the requirements of this SOP are met.

GREB members are responsible for determining whether or not the research meets the criteria for ethics clearance.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURES

All research involving human participants must meet certain criteria before GREB Ethics Clearance may be granted. Initial GREB Ethics Clearance of the research is based on

5 whether the research is (a) Single (b) Multiple (c) Data (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) (gk) (gl) (gm) (gn) (go) (gp) (gq) (gr) (gs) (gt) (gu) (gv) (gw) (gx) (gy) (gz) (ha) (hb) (hc) (hd) (he) (hf) (hg) (hh) (hi) (hj) (hk) (hl) (hm) (hn) (ho) (hp) (hq) (hr) (hs) (ht) (hu) (hv) (hw) (hx) (hy) (hz) (ia) (ib) (ic) (id) (ie) (if) (ig) (ih) (ii) (ij) (ik) (il) (im) (in) (io) (ip) (iq) (ir) (is) (it) (iu) (iv) (iw) (ix) (iy) (iz) (ja) (jb) (jc) (jd) (je) (jf) (jg) (jh) (ji) (jj) (jk) (jl) (jm) (jn) (jo) (jp) (jq) (jr) (js) (jt) (ju) (jv) (jw) (jx) (jy) (jz) (ka) (kb) (kc) (kd) (ke) (kf) (kg) (kh) (ki) (kj) (kk) (kl) (km) (kn) (ko) (kp) (kq) (kr) (ks) (kt) (ku) (kv) (kw) (kx) (ky) (kz) (la) (lb) (lc) (ld) (le) (lf) (lg) (lh) (li) (lj) (lk) (ll) (lm) (ln) (lo) (lp) (lq) (lr) (ls) (lt) (lu) (lv) (lw) (lx) (ly) (lz) (ma) (mb) (mc) (md) (me) (mf) (mg) (mh) (mi) (mj) (mk) (ml) (mm) (mn) (mo) (mp) (mq) (mr) (ms) (mt) (mu) (mv) (mw) (mx) (my) (mz) (na) (nb) (nc) (nd) (ne) (nf) (ng) (nh) (ni) (nj) (nk) (nl) (nm) (nn) (no) (np) (nq) (nr) (ns) (nt) (nu) (nv) (nw) (nx) (ny) (nz) (oa) (ob) (oc) (od) (oe) (of) (og) (oh) (oi) (oj) (ok) (ol) (om) (on) (oo) (op) (oq) (or) (os) (ot) (ou) (ov) (ow) (ox) (oy) (oz) (pa) (pb) (pc) (pd) (pe) (pf) (pg) (ph) (pi) (pj) (pk) (pl) (pm) (pn) (po) (pp) (pq) (pr) (ps) (pt) (pu) (pv) (pw) (px) (py) (pz) (qa) (qb) (qc) (qd) (qe) (qf) (qg) (qh) (qi) (qj) (qk) (ql) (qm) (qn) (qo) (qp) (qq) (qr) (qs) (qt) (qu) (qv) (qw) (qx) (qy) (qz) (ra) (rb) (rc) (rd) (re) (rf) (rg) (rh) (ri) (rj) (rk) (rl) (rm) (rn) (ro) (rp) (rq) (rr) (rs) (rt) (ru) (rv) (rw) (rx) (ry) (rz) (sa) (sb) (sc) (sd) (se) (sf) (sg) (sh) (si) (sj) (sk) (sl) (sm) (sn) (so) (sp) (sq) (sr) (ss) (st) (su) (sv) (sw) (sx) (sy) (sz) (ta) (tb) (tc) (td) (te) (tf) (tg) (th) (ti) (tj) (tk) (tl) (tm) (tn) (to) (tp) (tq) (tr) (ts) (tt) (tu) (tv) (tw) (tx) (ty) (tz) (ua) (ub) (uc) (ud) (ue) (uf) (ug) (uh) (ui) (uj) (uk) (ul) (um) (un) (uo) (up) (uq) (ur) (us) (ut) (uu) (uv) (uw) (ux) (uy) (uz) (va) (vb) (vc) (vd) (ve) (vf) (vg) (vh) (vi) (vj) (vk) (vl) (vm) (vn) (vo) (vp) (vq) (vr) (vs) (vt) (vu) (vv) (vw) (vx) (vy) (vz) (wa) (wb) (wc) (wd) (we) (wf) (wg) (wh) (wi) (wj) (wk) (wl) (wm) (wn) (wo) (wp) (wq) (wr) (ws) (wt) (wu) (wv) (ww) (wx) (wy) (wz) (xa) (xb) (xc) (xd) (xe) (xf) (xg) (xh) (xi) (xj) (xk) (xl) (xm) (xn) (xo) (xp) (xq) (xr) (xs) (xt) (xu) (xv) (xw) (xx) (xy) (xz) (ya) (yb) (yc) (yd) (ye) (yf) (yg) (yh) (yi) (yj) (yk) (yl) (ym) (yn) (yo) (yp) (yq) (yr) (ys) (yt) (yu) (yv) (yw) (yx) (yy) (yz) (za) (zb) (zc) (zd) (ze) (zf) (zg) (zh) (zi) (zj) (zk) (zl) (zm) (zn) (zo) (zp) (zq) (zr) (zs) (zt) (zu) (zv) (zw) (zx) (zy) (zz)

Participant recruitment/registration, pilot studies, obtaining informed consent, and access or collection of data cannot start prior to receiving written ethical clearance by GREB.

5.1 Minimal Criteria for Ethical Clearance of Research

For the research to receive GREB Ethics Clearance, GREB takes the following criteria into consideration:

5.1.1

- 5.1.18 The informed consent process is appropriately documented and the informed consent form accurately explains the research and contains the required elements of consent in accordance with TCPS 2 and other applicable policies and regulations;
- 5.1.19 Practices are in place to ensure no prospective or current participant is coerced or unduly influenced to participate in the research;
- 5.1.20 Any additional documentation that GREB or the researchers deem necessary is included in the ethics review.

5.2 Additional Criteria

- 5.2.1 Studies proposing access to or collection of personal information require consideration of additional items to ensure the protection of the privacy of the personal information and to determine whether or not appropriate privacy legislation is adhered to for the full life-cycle of information (i.e. its collection, use, dissemination, retention, and/or disposal);
- 5.2.2 If data linkage is proposed, a description of how the data will be linked is included;
- 5.2.3 If there is likelihood that identifiable data will be created through the data linkage (see TCPS 2, Article 5.7), this possibility is explained;
- 5.2.4 All additional permissions are so Tdaud-3 (opo)-n2 perc; 0 Tc.003 Tw o.03 Tw C

- 5.3.1 A description of how Personal Health Information (PHI) will be used in the research and whether or not it will be linked to other information is included;
- 5.3.2 An explanation as to why the research cannot be conducted without the PHI and any foreseeable harms and benefits that may arise from the use of the PHI, and a plan on how to address these issues is necessary;
- 5.3.3 If PHI is collected, procedures to de-identify information prior to the data being released to other researchers must be described.

5.4 Duration of Ethics Clearance

- 5.4.1 GREB shall review research at periods appropriate to the degree of risk and at least annually.

5.5 Submission requiring HSREB and GREB Clearance

- 5.5.1 Some research projects combine behavioural measures with neurological/medical measures. Combined protocols will be discussed by both Chairs or designee to determine which Board (GREB or HSREB) should provide ethical oversight; If the site of data collection is

7.0 APPENDICES

None.

8.0 REVISION HISTORY

SOP Title	Version	Updates
Initial Review - Criteria for GREB Ethical Clearance	v.404.001 2016MAR07	Original: This SOP was developed based on