

BROCK UNIVERSITY RESEARCH ETHICS BOARD
Monday May 16, 2022
12:00 – 2:00 p.m.
Teams

Minutes of the SREB Meeting

Attendance

Alyssa Bax (non-voting)
 Angela Book
 Elizabeth Shulman
 Lori Walker (non-voting)
 Linda Morrice

Michele Donnelly
 Miya Narushima
 Nicole Luke
 Robert Steinbauer
 Veronica Panchyshyn

Regrets

Dipanjana Chatterjee
 Heather Chalmers
 Jo-Ann Boyle-Jackson
 Sandra Kroeker

MINUTES		
ITEM	DISCUSSION	ACTION
1	<p>Motion to approve Agenda</p> <ul style="list-style-type: none"> • Approved <p>Motion to approve April Decision Reports</p> <ul style="list-style-type: none"> • Approved <p>Motion to approve April Minutes</p> <ul style="list-style-type: none"> • Approved 	<p>Motion to approve: MN Seconded: ES All in favour</p> <p>Motion to approve: ES Seconded: LM All in favour</p> <p>Motion to approve: LM Seconded: MN ES Abstained All else in favour</p>
2	<p>Discussion Items</p> <p><u>COVID-19 Guidelines and Considerations for Completing REB Applications for In-Person Research</u></p> <ul style="list-style-type: none"> • As of May 1, 2022, the ADR authorization process has been dropped. This guideline is a compilation of the previous forms with the inclusion of additional context that is needed for REB review. Now the responses to questions posed in the guidelines are to be integrated in researchers' descriptions in their applications. As an REB we review the COVID risks as we would normally review other risks. • Self-screening is no longer required at Brock. • The risk acknowledgement form has been revised and contact tracing has been removed. • The approvals will still include relevant information for researchers who are conducting in-person research. • If you think that there is a COVID-related risk, please include any concerns/comments in your review. • Brock policy for masking and vaccination still applies. • Health and safety will review any REB applications upon request. • Q1: Consider providing model wording for researchers for how to balance the risks and benefits with respect to COVID as it may be difficult for researchers to know what we're looking for (e.g., for the consent form). • A1: Our risk is in relation to everyday risk. We have the strongest restrictions at Brock with our Masking and Vaccination Policy still in effect. Everything else is considered everyday risk at this point. All we are looking for is a basic outline unless the risk seems to be greater than everyday life. Most projects that include this type of research have already been adapted. 	

- Q2: What if there are two people in a room with no windows – is that everyday risk?
- A2: Yes, at this point it is everyday risk. Depending on the size of the room and the ventilation. They can check with facilities management to make sure.
- Q3: Describe the details of the physical risk in the consent form?
- A3: Participants will need to fill out the risk acknowledgement form before participating in studies. This form includes self-screening, sanitization, wearing masks, special equipment will be provided, stay distanced. Sign and submit saying they understand the risks. This has been in place since the beginning of the pandemic. Hopefully when the researchers look through this list, they will see what needs to be covered in their applications.
- Note: off campus research follows local mandates. Unless justification is provided, they need to follow our guidelines. REB will assess on a case-by-case basis.
- Q4: VR research that detects facial expressions but doesn't work with masks. Is wearing a mask enough for VR research?
- A4a: Let RAs also decide if they are comfortable.
- A4b: Include whether the office is big enough that researchers/participants will always have 6 ft of space between them. Include how you will sanitize the headsets etc.
- A4c: If alone in an office the participants may be able to take their masks off – you could propose this and see if the REB and the AVPR feel it is adequate.
- Q5: Does this also apply to the research dissemination in the community? Present research results at a conference?
- A5: Yes. Follow current public health mandates – more dissemination included in the new applications online. Follow the community site guidance if you are invited to an external meeting/conference. If you organize the meeting - following the Brock guidelines. Risk needs to be attributable to the research, not risk that would be there anyways.

New Chair Positions

- Need at least one chair but would welcome two. However, no nominations have come forward.
- We need to nominate someone from the current board.
- We will take nominations from other people, but they should check with the person to see if they will accept the nomination.
- Two-year appointment with the option to renew.
- Starting in September there will be an online system.
- Single chair position = full course release
- Double chair = half-course releases
- We do have a couple of external options who have said that they would consider returning to the REB as chairs.

New Online System (Synto)

- Thursday – running through the new system 11:30 am in Plaza 600 F – all are welcome if you're interested.
- All pieces are in place to move forward for the initial application and review process.
- Post Approval Monitoring (PAM) wasn't originally included correctly (e.g., modifications, renewals, incident reports) so these components are being integrated moving forward.

- Enterprise system – grants/ORS, biosafety, animal care etc.
- All documents are uploaded separately and the whole application can be printed as one pdf.
- Initial questions determine which sections are required to be filled out.
- Reviewers receive the whole application as one pdf.
- Can comment on each section within the synto system.
- The office can edit and select which comments to include in the review that is sent to the chairs and then to the researchers.
- Files go out Monday/Wednesday currently – but this could change.
Would anyone be opposed to having reviews sent out on all days?
 - Most board members indicated that they did not realize when we were sending them so we can send them out as soon as they're received. This will start with the full launch of the new system in September.

REB Record Retention Policy

- A new policy has been added to the SharePoint for REB retention.
- We needed to devise a system to destroy our old records since we currently have all records dating back to 1998 (first version of the TCPS).
- We've decided upon 10 years after the file closes for all files except Health Canada data which will be kept for 15 years.
- Follow the same rules for all file types (e.g., 10 years regardless of if undergraduate, graduate, or faculty research).
- The policy states what records are going to be kept and for how long and includes the SOP we follow as an REB.
- REB rosters and training records are kept indefinitely.
- Anything reviewers are given to review should be disposed of as soon as the files are done being reviewed (i.e., delete minutes, files etc. following reviews and meetings). The office has copies if needed in the future.
- We currently allow files to close after participant recruitment has been completed. Other REBs keep the files open until after analysis has been completed to avoid having files reopen.
- Q1: Should files be able to close before analysis?
- A1: Perhaps there needs to be a distinction between identifiable and deidentified data. Shouldn't need to be kept open for reanalysis.
- Q2: Make the file closure ability based on the risk for participants.
- A2: Yes, this would be ideal, but it would take time to pick and choose which ones can close at what times. So, a blanket approach would be simpler.

Other Business

- **Conducting research on your own students guideline** – the HREB wanted one additional statement.
- Global/broad recruitment of your own students is fine as long as the participation is anonymous.
- **Staffing changes:**
 - Shirin and Melissa are leaving the REB.
 - Posting a new position for the officer – inform students the posting will be up soon.
 - Hybrid working options.

		<ul style="list-style-type: none">• Recruiting new REB members<ul style="list-style-type: none">- Lawyer on HREB is stepping down – need a replacement.- Also require more community members, graduate student members, and faculty members on both boards.	
3	Adjourn	Meeting adjourned at 1:22 p.m.	Motion to approve: ES Seconded: RS All in favour