

BROCK UNIVERSITY RESEARCH ETHICS BOARD
Tuesday August 23, 2022
12:00 – 2:00 p.m.
Microsoft Teams

Minutes of the HREB Meeting

Attendance:

Alyssa Bax (non-voting)	Terrance Wade	Connie Schumacher
Chae Lynn Bush (non-voting)	Nicole Chimera	Jennifer Matunin-Brown
Stephen Cheung	Megan Magier	Michelle Vine
Kimberly Gammage	Maureen Shantz	

Regrets:

Lori Walker (non-voting)
 Shawn Beaudette
 Jenalyn Yumol

MINUTES		
ITEM	DISCUSSION	ACTION
1	<p>Motion to approve Agenda</p> <p>Motion to approve July Minutes</p> <p>Motion to approve July Decision Report</p>	<p>Motion to approve: MV Seconded: CS All in favour</p> <p>Motion to approve: MS Seconded: MV SC Abstained All else in favour</p> <p>Motion to approve: MS Seconded: MV All in favour</p>
2	<p>New Business</p> <ul style="list-style-type: none"> • Office of Research Ethics (ORE) is on the third floor of Mackenzie Chown D Block, above Research Services. ORE staff are currently on campus Mondays and Wednesdays and are available for in-person visits. • HREB has received one new community member, two new faculty members, and four new graduate students that will start in September. New members have a good mix of qualitative and quantitative research backgrounds, some in kinesiology. Participating on the board is a great opportunity for upper year PhD students. • SREB has received a new chair and several new members. • All HREB members have decided to update their TCPS2 CORE certificate training to the 2022 version. Soft deadline will be September and hard deadline will be January. • To our members who are leaving, thank you for serving on the board. You are wished the best on behalf of Brock and the REB. <ul style="list-style-type: none"> ○ Member Comment: The research community has been very enjoyable, thank you all. 	
3	<p>Discussion Items</p> <ul style="list-style-type: none"> • Clinical Trials Ontario (CTO) Non-clinical pilot project <ul style="list-style-type: none"> ○ CTO introducing a non-medical program for non-clinical trial REBs such as Brock. ○ We currently follow an SOP that is followed by CAREB and the American system. 	

- The Brock office has agreed to pilot this program starting in January.
- This will allow us to expedite previously approved projects and gives us a way to receive an external review from another institution. It will be a great opportunity.
- Pilot project could ask for interviews from members of the board and/or the chair.
- Chair: What example projects could this fall under? What essentially are we piloting?
 - Officer: We believe that it is the projects that aren't registered as clinical trials. But we can ask the ORE manager to clarify that next time.
- Chair: We should clarify exactly what files we will be looking at.
 - Officer: ORE manager can expand next time.
- Chair: Is it a one-year project? What is the timeline?
 - Officer: It has been a while since they contacted us. We are unsure how long it would take after starting in January.
- More information on this topic is needed for next meeting.
- REB member survey
 - Allows us to get a sense of the make-up of the board. Specifically, who is on the board, what their background is, their training in ethics. It will act as a self-survey to ensure we are knowledgeable in ethics and are able to function well as a board.
 - We will be administering the survey to both current members and past members. You will be asked about your experiences on the board, and how we can function together regarding workflow and training.
 - Responses will also be used to inform practices and extenuating circumstance management in cases of shutdown.
 - Chair: What is the roll-out logistics for this survey?
 - Officer: Scheduled to be sent in late September/early October and it will likely be on Qualtrics.
 - Member Q: Does the office have anyone experienced in developing survey questions and using Qualtrics?
 - Office: We do not. We're open to having board members approach us to help develop and implement the survey if they're interested.
 - If you have experience in survey design, please contact the board to help shape the questions and offer your services.
 - The survey is strictly voluntary and anonymous.
 - More info about the survey is needed for next meeting, as well as a general reminder.
- Synto systems launch plans
 - The office has been working behind the scenes with Synto to initiate a soft launch for September.
 - Researchers will be able to contact the ORE if they wish to pilot the Synto platform.
 - We will be using a training the trainer model. The office will be trained by Synto next week and once we are fully trained, we will be able to train reviewers. For researchers, a weekly or bi-weekly training session will be available to them in the fall.
 - Chair: Is there a timeline for the hard launch?
 - Officer: The plan is to have the hard launch for the first business day in January.
 - The Chair will incorporate this information into future ethics-related speeches to Brock research community.
 - Chair: We had a walkthrough meeting of Synto in June, has there been any major changes?
 - Officer: We now have the ability to see the post-approval monitoring. Following the initial application, everything that comes after has been finalized. We hope things run smoothly but are prepared if we run into any issues. The soft launch will give us a great starting point to pilot.
 - Please let the board know if you would like to be involved in the soft launch. It would be ideal to get a variety of projects submitted in the new system.
 - Reviewers will be trained as if it is a hard launch as we want them to be prepared.
 - The new REB member training is tomorrow morning. We hope to plan a full group reviewer training, ideally for October or some time in the Fall.
 - Member Comment: Please give us as much notice as possible.

		<ul style="list-style-type: none"> ○ We anticipate that everyone won't be able to make the training date. ○ Reviewers are also welcome to come to the university-wide training sessions ○ Let the office know if you feel unclear about anything. ● Other Business <ul style="list-style-type: none"> ○ No other questions or follow up. ○ No other business. ○ Reminder of TCPS2 2022 training, ideally by September 1, hard requirement by January 1. ○ For anyone who wants to help shape and develop the REB member survey, please contact the office. ○ Please keep an eye out for reviewer training that will come up in the fall (likely October). ○ Let REB know if any of you have projects coming up that you would like to test the system with. ○ Chair: Thank you again for your efforts throughout the past year, we appreciate your service to REB and Brock 	
4	Adjourn	Meeting adjourned at 12:36 p.m.	Motion to Approve: MV Secinded: NC All in favour