BROCK UNIVERSITY RESEARCH ETHICS BOARD
Tuesday May 24, 2022
12:00 – 2:00 p.m.
Microsoft Teams

Minutes of the HREB Meeting

Attendance:

Stephen Cheung	Angela Book	Maureen Shantz
Kimberly Gammage	Shawn Beaudette	Jenalyn Yumol
Jennifer Matunin-Brown	Terrance Wade	Lori Walker (non-voting)
Michelle Vine	Nicole Chimera	Alyssa Bax (non-voting)

Regrets:
Megan Magier
Connie Schumacher

MINUTES			
ITEM		**DISCUSSION**	**ACTION**
1	**Motion to approve Agenda**		Motion to approve: TW Seconded: SB All in favour
	Motion to approve April Minutes & Decision Report		Motion to approve: TW Seconded: SB All in favour
	Motion to move into camera		Motion to approve: TW Seconded: SB All in favour
2	**New Business**	**Full board review REB # 21-281 (in camera)** • Please see below	Motion to move out of camera: MS Seconded: TW All in favour
3	**Discussion Items**	**COVID-19 Guidelines and Considerations for Completing REB Applications for In-Person Research** • 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. • There is no more self-screening or contact tracing at Brock. • Full vaccination is required to be on campus but not checked at a sign in desk. • The risk acknowledgement form has been revised an • The approvals will still include relevant information for researchers who are conducting in-person research. • If you think that there is a risk, please include your comments in your review. However, note that most restrictions have been lifted elsewhere so the risk must be research attributable.	

- Consider if sessions could be done online (e.g., familiarization) to limit the close contact.
- Health and safety will review upon request, just not reviewing every file.

Update on New Enterprise System (Synto)
- Working to finalize the pieces in place for the project.
- Some updates in terminology and in the required timing of project closures.
- Annual renewals now labelled "Status report" and contains updated questions to prompt researchers to continue to distribute feedback etc.
- Modifications will be integrated into the original forms so we always have a copy that is up-to-date.
- Full launch in September after training and piloting over the summer.
- Looking for researchers to pilot over the summer.
- Open training sessions will be available throughout the summer and into the fall.

[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 have all the records going back to 1998 (first version of the TCPS)
- 10 years after the file closes (or the last point of contact) for all files except Health Canada data (i.e., kept for 15 years).
- States what records are going to be kept and for how long.
- Includes the SOP we follow as an REB.
- REB rosters and training are kept indefinitely.
- Confidentiality agreements will be signed by all REB members. 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 the meetings). The office has copies if needed in the future.
- Follow the same rules for all file types (e.g., 10 years regardless of if undergraduate, graduate, or faculty research).
- We 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. May need to reconsider this file timeline.

Guideline for Conducting Research Involving Students as Participants
- Now includes one additional statement following HREB consultation.
- For those who recruit via posters (e.g., global recruitment strategies) can they allow their own students to participate in their research? Yes, since there is no coercion is not there.
- The HREB members will receive the final copy with instructions to send back comments within a week unless they agree with everything.

		Other Business • N/A	
4	**Adjourn**	**Meeting adjourned at 1:36 p.m.**	All in favour