

**St. Thomas University
Research Ethics Board
Annual Report 2016-2017**

Research Ethics Board Annual Report 2016-2017

Consistent with the responsibility requirements established in the Research Ethics Board Policy (approved by Senate, 2016), this report summarizes the responsibilities and activities of the REB from July 01, 2016 to June 30, 2017.

Responsibilities of the Research Ethics Board

(Article 1.2, St. Thomas University Research Ethics Board Policy)

The St. Thomas University Research Ethics Board (REB) is responsible to the President through the Associate Vice-President (Research) of St. Thomas University for:

- developing policies regarding ethical issues relating to the use of human participants in research;
- reviewing all protocols requiring the participation of human participants for ethical approval;
- reviewing annually all policies regarding ethical issues relating to the use of human participants in research projects to ensure that policies remain current;
- dealing with matters concerned with human-based research referred to the REB by the President or their designate of STU;
- monitoring ongoing research and terminating any project that does not conform to ethical standards;
- responding to inquiries from external agencies with responsibility to monitor ethics review procedures at the University;
- preparing an annual report for submission to the President or their designate;
- participating in continuing education matters relating to ethics and the use of human participants;
- organizing educational outreach opportunities for members of the STU community in matters relating to research ethics.

The policies and practices adopted by the STU REB will be consistent with the Tri-Council Policy Statement: "Ethical Conduct for Research Involving Humans" (current version).

Research Ethics Board Members, 2016-2017

Member	Representation	Expiration of Appointment
Brian Carty	Social Work	April 30, 2017
Amanda DiPaolo*	Human Rights	June 30, 2019
Arielle Dylan*	Social Work	June 30, 2019
Erin Fredericks	Sociology	June 30, 2018
Claire Goggin	Criminology	June 30, 2018
Sharon Murray	Education	June 30, 2018
Karla O'Regan, Chair	Criminology	June 30, 2018
Alanna Palmer	Community	Sept 30, 2017
Thomas Parkhill	Religious Studies	June 30, 2017
Nicholas Sehl	Community Rep	Sept 30, 2020
Ray Williams	Education	April 30, 2017

New Members as of July 1, 2017:

Plans for REB in 2017-2018

1) Review of research ethics applications and management of active files

The REB will continue the work of reviewing research files and consulting with STU researchers. To facilitate this process, a “reviewer checklist” is being updated to be better aligned with the new REB application form. A new guide is being designed to direct individual REB members in their review of files as well as provide direction for REB discussions of ethics issues during file reviews at the Board level.

2) TCPS2 (2014) Compliance

As part of the REB’s annual efforts to ensure compliance with the TCPS2 (2014), a number of review and revision processes are planned for the 2017-2018 year. These include amendments to the REB Senate Policy document, the REB application form, and the REB’s Standard Operating Protocols (SOPs). In addition to adhering to the TCPS2 (2014) requirements, this review process should also increase St. Thomas University’s conformity to national research ethics practices and procedures.

3) Educational Activities & Professional Development

The REB plans to provide further opportunities for ethics education for its Board members as well as other members of the STU community through a variety of activities:

Presentation at the Fall, 2017 Chairs Meeting and January 2018 AMC Meeting

Continuing with the practice established in past years, the REB Chair will once again request the opportunity to present to the Departmental Chairs at one of their monthly meetings in the Fall term.

Preparation of Interpretation Documents

In response to a number of frequently asked questions from STU researchers, the REB will continue its efforts to provide online resources for some of the more common terms and questions found concerning the TCPS2 (2014). Resources are posted on the ethics section of the STU website.

Winter REB and STU Researcher Training Workshop

A workshop is planned for February 2018, titled “Research ethics, images, and social media” by Katie Warfield, Journalism & Communication Studies and Director of The Visual Media Workshop at Kwantlen Polytechnic University. Two morning sessions will be for Faculty and the afternoon sessions will be REB training. The cost to bring Katie to New Brunswick will be shared with Mount Allison University, who is hosting her on her second day to deliver a similar workshop.

Collaborative Ethics Policy with Journalism

In collaboration with the Acting Journalism Chair Dr. Patrick Malcolmson, the and the Office of Research Services the REB continues to develop protocols for ethical review of journalism related applications.

CAREB and CARA Conferences Attendance

As in past years, participation at both the CAREB 2017/2018 conferences will be encouraged among all REB members (funds permitting).

Modernization and Documentation of REB Processes

Work is planned for the Summer of 2017 with Josh Leslie of Stewardly, to document all processes relating to the application and review of submissions. Stewardly is a social purpose business in the human subjects research administration field. Stewardly provides services and Software as a Service (SaaS) solutions for researchers, research ethics boards (REBs) and REB administrators, research organization leadership and research administrators. Work with Stewardly will also lead to the implementation of an online application form and ideally, the formalization of a one-year pilot program for multi-jurisdictional research review to be co-led by STU and UPEI REBs (to reduce administrative burden and streamline review of low-risk studies looking to recruit on more than one Atlantic Canadian campus).

4) REB Administration

To facilitate a more equitable and efficient file review process, the REB continues to seek volunteer for the position of “Vice-Chair” in this upcoming year. This is a position that is common to many other REBs in Canada and ensures a more coherent transition process between Chair terms. Workload continues to be a deterring factor. In response, the REB Chair has submitted a request to the Academic Vice-President for course release, as