

Title	Composition of the REB
SOP Code	201.004
Effective Date	15-May-2023

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

1.0 PURPOSE

This standard operating procedure (SOP) describes the membership composition requirements of the Research Ethics Board (REB).

2.0 SCOPE

This SOP pertains to REBs that review human participant research in compliance with applicable regulations and guidelines.

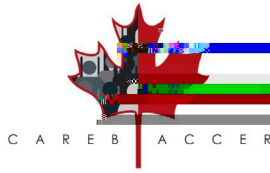
3.0 RESPONSIBILITIES

All REB members and Research Ethics staff are responsible for ensuring that the requirements of this SOP are met.

The REB Chair or designee is responsible for ensuring that the composition of the REB meets the applicable regulatory requirements.

4.0 DEFINITIONS

See Glossary of Terms.



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5.0 PROCEDURE

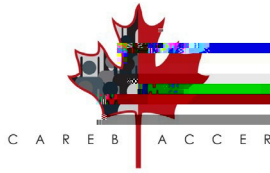
Individual members of an REB must be qualified through training, experience and expertise to ascertain the acceptability of proposed research in terms of ethical principles, and applicable regulations, guidelines and standards pertaining to human participant protection.

To promote complete and adequate review of the type of research commonly reviewed by the REB, the REB must include appropriate diversity; therefore, selection of members must include a consideration of professional expertise (including both scientific and non-scientific) to assess the research submitted for review. Important considerations are also race, gender, culture

5.2.3 The REB will include at least seven voting members represented by the following categories:

- At least two SFU faculty members who have expertise in relevant research disciplines, field and methodologies covered by the REB (for biomedical clinical trials, this will include at least one member who practises medicine or dentistry and who is in good standing with their regulatory body),
- At least one member who is primarily experienced in non-scientific disciplines
- At least one member who is knowledgeable in ethics,
- At least one member who is knowledgeable in the relevant law and is not the institution's legal counsel or risk manager. This is mandatory for biomedical research and is advisable, but not mandatory, for other areas of research,
- At least one community member who has no affiliation with the University or the sponsor, and who is not part of the immediate family of a person who is affiliated with the University, and
- At least one member who is a graduate student of the University;

5.2.4 A member may not



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5.3.3 The minutes shall document when an alternate REB member replaces a primary REB member.

5.4 REB Chair

5.4.1 The REB Chair will be selected from experienced REB members who have expressed interest in becoming the REB Chair and who are familiar with the applicable regulations and guidance documents;

5.4.2 The Research Ethics staff updates the REB membership roster and OHRP registration, if applicable, to reflect this change.

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5.5 Ad Hoc Advisors

5.5.1 The REB Chair or their designee may invite individuals with expertise and competence in special areas to assist in the review of research proposals. (SOP 201.004)

