

Research Ethics Board

Mohawk College Research Ethics Board Terms of Reference

I. Mandate

The Mohawk College Research Ethics Board (REB) is responsible for conducting ethical review of all research involving humans conducted by Mohawk faculty, staff or students; or involving Mohawk faculty, staff or students as subjects, whether conducted by Mohawk faculty, students or staff or conducted at Mohawk by a researcher who is not a member of the Mohawk community.

All REB decisions will comply with the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans, 2010 (TCPS 2-2014).

Deliberations of the Mohawk REB will be conducted in accord with the Tri-Council Policy Statement for Research Involving Humans.

II. Responsibility

The Mohawk College REB is responsible for ensuring the safety and rights of all research participants at Mohawk College. The Mohawk College REB will:

- Assess and limit risks to participants in research involving humans,
- respect a person's right to autonomy, self-determination and dignity,
- ensure that all research involving human participants and conducted within or on behalf of Mohawk College, reflects high standard of ethical values,
- ensures that protocols are maintained in accordance to College policies and standards, and provincial and federal legislation,
- develops guidelines and policy recommendations regarding ethical conduct of research conducted at Mohawk College and all affiliated sites,
- serve as a consultative entity contributing to education in research and ethics.

These responsibilities are also shared by the researcher.

III. Authority

The Mohawk REB is authorized to approve, reject, request revisions to or terminate any proposed or ongoing research within its jurisdiction. Mohawk College REB's deliberations are independent of the organizations reporting structure.

The REB Terms of Reference are approved by the Vice President Academic (VPA) on behalf of the Board of Governors of Mohawk College.

Members of the REB are appointed, and may be dismissed, by the VPA, on recommendation of the College Executive, Academic Deans, Dean of Research, REB committee or his/her own good judgment.

Mohawk College will ensure that the MCREB receives appropriate financial and administrative independence to fulfill the mandate of ethical review of proposed research applications.

IV. Structure, Membership, & Tenure

The REB will consist of at least seven members.

The board will include both men and women. One member will serve as the Chair, at least one member will be a community or external member with no affiliation to Mohawk College (additional community members will be additional to the minimum seven members); at least two members will have expertise in relevant research disciplines; at least one member will be knowledgeable in ethics; and at least one member will be knowledgeable in law.

Each member will be appointed for a two year term, with the option of renewal. Where possible, membership replacement will be staggered in order to ensure a blend of new and experienced members.

The Board may invite individuals with competence in specific areas to assist in the review of any application which, in the opinion of the Board, requires expertise not held by board members.

All REB members must complete TCPS2 CORE tutorial and file their completion certificates with the REB Office.

V. Responsibilities of the Chair

The Chair will serve a 3 year term and may be re-appointed for a second term. With the support of the REB Coordinator the Chair is responsible for the administration of the REB. The Chair will plan and schedule meetings; prepare/ approve the agenda for each meeting; ensure that protocols are circulated for review; issue requests for additional information; oversee the revision and approval process; and chair meetings of the REB.

VI. Responsibilities of the Members

All members are responsible for assessing each applicant's project for compliance with Tri-Council standards. Specifically, they will review applications before each meeting, and, in the meeting, offer feedback where appropriate, request revisions as required, and approve or deny approval.

To allow for the efficient running of the Board, and to ensure quorum is met, regular attendance at meetings is imperative. A member who will be absent from a meeting must notify the Chair (and the REB Coordinator).

VII. Responsibilities of Principal Investigators

Required Signatures:

- *If the Principal Investigator is affiliated with Mohawk, their direct supervisor (Dean, Director or Vice President) must sign the application form as Faculty Advisor.*
- *If the Principal Investigator is conducting this research project for academic credit (i.e. course work requirement, capstone project, thesis, etc.), their academic supervisor must sign off on the application. The approval of a Faculty Advisor helps to ensure the academic quality of the project.*

- *Whether the Principal Investigator is affiliated with Mohawk or not, Departmental Acknowledgement is required (Director, Chair or Dean of the school or department where the research will be conducted). Where the Principal Investigator requires access to students, Faculty or staff across the college, an Institutional Approval form must be submitted with the application. The signature of the Vice President Academic will be obtained by the REB on behalf of the Investigator.*
- *Approval from the Mohawk College Research Ethics Board is a prerequisite for the release of institutional data, but is not a guarantee that Institutional Research will be able to provide the Principal Investigator with the information that they have requested. It is important to ensure that the specific information and the number of records required are listed in the application. The Principal Investigator will only be allowed to request access to the information specifically approved in this application. The researcher will require the signature of the VP Corporate Services as Departmental Acknowledgement on the application form.*

Conflict of Interest: The most likely conflict of interest at Mohawk is that of a faculty member wishing to recruit students that he/she teaches presently, has taught in the past, or will teach in the future. This is not allowed. In these instances, the faculty member must use a third party researcher with no authority over the students to recruit participants.

Course Based Research: Faculty teaching courses where research outside the classroom takes place will apply for course based approval. One application for all sections of the course is sufficient. This designation must be renewed every three years. All faculty teaching designated courses must complete the TCPS2 CORE and register their completion certificate with their Associate Dean and the REB Coordinator.

VIII. Procedures

The REB will meet face-to-face once monthly through the academic year and at least once over the June – August period. For above minimal risk research, quorum is 60% of membership, including one community member and the Chair. Teleconferencing or other technology may be used in exigent circumstances to obtain/maintain quorum. Some minimal risk research may be eligible for delegated review by the Chair and one other REB member.

Researchers will submit applications electronically through an online submission system at <http://reb.mohawkcollege.ca>. The REB Coordinator will prepare an agenda for the Chair's approval and make applications available for review no later than ten days prior to each REB meeting.

Both individual applications and course designation applications will be reviewed at each meeting. Amendment, extension, and completion documents will undergo delegated review and will be made part of the meeting minutes. Other items on the agenda may include the review of forms, the review of policies, or other matters relevant to the interests of ethical research practice.

Members of the board will act individually to give an impartial opinion on the ethics of each research project. Where there is a conflict of interest, the member of the board with the conflict will absent him or herself from the room during discussion of the particular application.

Each member will make a decision based only on the ethical acceptability of the research. Ideally, members of the board will reach a consensus on each application. In cases where one or more members have concerns, the board will work together to identify needed revisions that will make a project ethically acceptable. In cases where agreement cannot be reached, the board will consult first with the Vice President Academic (VPA). If a

disagreement persists, the majority position will stand, and the minority position will be communicated to the researcher in writing by the REB Coordinator.

Following each meeting, the REB Coordinator will communicate rejections, approvals and requests for revision within five working days of the meeting.

IX. Record Keeping

The REB Coordinator (voting) will collect all applications, amendments, amendment requests and completions forms; and verify their completeness, including signatures. The REB Coordinator will prepare the agenda for each meeting for the Chair's approval, take minutes at each meeting, communicate decisions of the REB to applicants, track the revisions where applicable, and issue approval letters for the Chair's signature. The Research Office will maintain a complete file on each application, including amendments and extensions; track each project to completion and collect a completion document; and track course designations for renewal and/or amendment.

Non-Mohawk researchers requesting access to Mohawk faculty, staff or students for any research must first obtain REB approval. The Research Office will maintain files on all non-Mohawk researchers.