

**Memorandum of Understanding Between
Kwantlen Polytechnic University and the University of the Fraser Valley
Concerning
Research Ethics Board Appeals**

Whereas Kwantlen Polytechnic University and the University of the Fraser Valley are publicly funded post-secondary education institutions equally committed to ensuring the highest ethical standards in research involving human participants, the parties agree to a reciprocal Memorandum of Understanding under which:

- The duly constituted Research Ethics Board (REB) of each institution will be available to hear appeals arising from the other REB consistent with the guidelines originally attached as an addendum to this MOU, and subsequent amendments.
- The decision of the Research Ethics Appeal Board (REAB) is final, and binding on the original REB
- Any "out of pocket" costs incurred by the REAB will be borne by the originating institution.
- This Memorandum of Understanding shall take effect on November 1, 2008.
- Either signatory may terminate their involvement in this agreement with six months written notice.

Signatories for this Memorandum of Understanding:



Dr. David Atkinson,
President and Vice-Chancellor,
Kwantlen Polytechnic University

Oct 22, 2008

Date



Dr. H.A. (Skip) Bassford,
President and Vice-Chancellor,
University of the Fraser Valley

Nov. 13, 2008

Date

Guidelines for Research Ethics Board Appeals

October 21, 2008

(An addendum to the Memorandum of Understanding)

- The determination of when an appeal shall be referred to the REAB, and the process of initiating the appeal, shall be made according to relevant policy at the originating institution.
- The REAB shall be supplied a written statement of the final decision of the originating REB and a written rationale for the decision. The REAB will also be supplied with all minutes, notes, and materials consulted by the originating REB. This material will be provided on a confidential basis, and will remain the property of the originating institution. All copies will be returned once the appeal is completed or suspended.
- Appeals may only be heard on the basis of a procedural error that materially and adversely influenced the decision of the REB, including real or reasonably apprehended bias, or undeclared conflict-of-interest on the part of one or more members of the REB. If the Research Ethics Appeal Board determines that a procedural error, bias or a conflict of interest occurred, it shall provide direction to the originating REB on how to remedy the matter. The originating REB will implement these directives and make a final determination regarding the research proposal.
- It is understood that the REAB does not have jurisdiction to make binding determinations concerning duly approved policies of the originating institution.
- It is understood that appeals will be heard by the full REAB (that is, that quorum must be obtained).
- The minutes of the appeal meeting, and the decision of the REAB, shall be conveyed by the Chair of the appeal board to the referring administrator, the Chair of the originating REB, and the appellant simultaneously.
- Subsequent amendments to these guidelines shall be dated and signed by appropriate signatories at each institution.