

**Research Ethics Board Meeting
April 12, 2013
9:30 – 12:00 noon ORS Meeting Room – A2410**

Present: Kyle Matsuba, Chair, Maureen Buchholz (Community Member), Nathalie Gagnon, Kevin Hamilton, Lisa Kitt, Michaela Lucas, Constanza Rojas-Primus, (quorum)

Regrets: Leslee Birch

Recorder: Catherine Parlee

MINUTES

		Time
1	Approval of Agenda <ul style="list-style-type: none"> Unanimously approved as revised 	
2	Approval of Minutes of the Meeting of March 8, 2013 <ul style="list-style-type: none"> Unanimously approved 	
3	Business Arising from the Minutes	
3.1	<ul style="list-style-type: none"> Evaluation of the Board – Chairs and Members – complete and pass on to Manager, Research Ethics 	
3.2	<ul style="list-style-type: none"> Forms – Full Application (Form 8) and Course Base Research (Form 6) – Will create forms in ROME0. Formatted in a way that is user-friendly. 	
3.3	<ul style="list-style-type: none"> G27 – Length and number of terms of REB Members – focusing on procedures – eligible for revision in 2014/15. (to remain on agenda). Members should highlight what they want changed and can be discussed at future meetings. Focus on membership component. Send link to community member 	
3.4	<ul style="list-style-type: none"> REB Admin Assistant. – Candidates interviewed, one selected and offer will be extended. 	
4	Chairs Report	
4.1	<ul style="list-style-type: none"> Operating Procedures – Violations – up to ORS to handle. REB can make recommendations regarding procedures. 	
4.2	<ul style="list-style-type: none"> Faculty of Arts requesting REB workshop for presentation to faculty 	
5	Operating Procedures	
5.1	<ul style="list-style-type: none"> REB members not clear on what needs to be read in the package. Before packages go out, assign a person or two requesting that the approval be validated. Watermark each application as approved, pending, etc. Assign readings at Chair's discretion What is research versus what is not research? Request second opinion when uncertain. Chair to provide sample for educational component. 	

6	Full Reviews and Delegated Review	
6.1	2013-007 – approved	
6.2	2013-010 – approved	
7	Expedited Reviews - None	
8	Revisions	
8.1	2010-048 – approved	
8.2	2012-040 – approved	
9	Questions - None	
10	Completion/Progress Reports	
10.1	2011-013	
10.2	2012-016	
10.3	2012-018	
11	Any Other Business	
11.1	New Community Member – will advertise for another community member	
11.2	Chair for 2013-2014 – Unanimously approved to re-elect existing Chair	
11.3	PRIM&R Webinar Report – Chair – useful information for those who attended	
12	Next meeting dates	
	<div> <div>May 10, 2013</div> <div>9:30 am to 12 pm</div> <div>Cedar G2105</div> </div> <div> <div>June 21, 2013</div> <div>9:30 am – 12:00 noon</div> <div>Birch 106</div> </div> <div> <div>July 12, 2013</div> <div>Tentative</div> <div></div> </div> <div> <div>August 9, 2013</div> <div>Tentative</div> <div></div> </div>	
13	Adjournment	