

**Research Ethics Board Meeting
March 8, 2013
9:30 – 12:00 noon ORS Meeting Room – A2410**

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

Recorder: Leslee Birch

MINUTES

		Time
1	Approval of Agenda <ul style="list-style-type: none"> Unanimously approved as revised 	
2	Approval of Minutes of the Meeting of February 8, 2013 <ul style="list-style-type: none"> Unanimously approved 	
3	Business Arising from the Minutes	
3.1	Evaluation of the Board – Chairs and Members <ul style="list-style-type: none"> Members to self-evaluate and send recommendation for changes and clarity of the form to REB Coordinator 	
3.2	Forms - Full Application (Form 8), Course Base Research (Form 6) and Guidelines– <ul style="list-style-type: none"> ROMEO is a priority for online ethics submission and review. Discussion provided input on improving system flow and content. Full Application (Form 8) was reviewed with suggestions for formatting and highlighting sections that require additional clarification and emphasis. Course Base Research (Form 6) was reviewed and similar suggestions were made. Guideline suggestions were discussed including the addition that the students' TCPS2 Certificate be submitted to the instructor. The Course Base Research form and guidelines will be revised, reviewed and posted on the REB website 	
3.3	G27 – Length and number of terms of REB Members <ul style="list-style-type: none"> Board members to review policy for possible revisions 	
3.4	REB Admin Assistant <ul style="list-style-type: none"> Three applicants have been short listed and will be invited for an interview 	
4	Operating Procedures - None	
5	Full Reviews and Delegated Review	
5.1	2012-041 – approved	
5.2	2013-007 – pending <ul style="list-style-type: none"> Board requires additional information and clarification on specific concerns. 	
5.3	2013-010 – pending <ul style="list-style-type: none"> Researcher is addressing issues raised by the REB Chair 	
5.4	2013-011 – pending <ul style="list-style-type: none"> Member with conflict of interest left the room Board discussed the reviews and suggestions of the primary and secondary reviewers 	

	<ul style="list-style-type: none"> Chair will inform the PI of the board's concerns. 	
6	Expedited Reviews	
6.1	2013-005 - approved	
6.2	2013-006 - approved	
6.3	2013-008 CBR - approved	
6.4	2013-009 CBR - approved	
6.5	2013-012 - approved	
7	Revisions	
7.1	2012-042 – approved	
8	Questions - None	
9	Completion/Progress Reports	
9.1	2011-020 CBR	
9.2	2011-035	
9.3	2011-011 CBR	
9.4	2012-001 CBR	
10	Any Other Business	
10.1	New Community Member – Tabled until April 12, 2013 meeting	
10.2	PRIM&R Conference Report – Constanza Rojas-Primus <ul style="list-style-type: none"> Report was presented to the Board 	
10.4	PRIM&R Webinar Report – Kyle Matsuba <ul style="list-style-type: none"> Report was presented to the Board 	
11	Next meeting dates <div> <div>April 12, 2013</div> <div>9:30 am – 12:00 noon</div> </div> <div> <div>May 10, 2013</div> <div>12:00 noon – 2:00 pm</div> </div> <div> <div></div> <div>Main 213</div> </div> <div> <div>June 21, 2013</div> <div>9:30 am – 12:00 noon</div> </div> <div> <div></div> <div>Birch 106</div> </div>	
12	Adjournment	