

Terms of Reference

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| Purpose | <ul style="list-style-type: none"> The Research Ethics Board (REB) reviews ethical acceptability of research proposals as per the JIBC Research on Human Participants Policy. This process is consistent with the Tri-Council Policy Statement (TCPS2). |
| Chair | <ul style="list-style-type: none"> The Chair and Vice-Chair shall be elected annually from the membership of the REB at the time of election by the members of the REB. Should the Chair or Vice-Chair leave the REB, their position will be filled for the remainder of the original term by election. |
| Functions | <ul style="list-style-type: none"> The JIBC grants the REB the mandate to review the ethical acceptability of research on behalf of the institution, including approving, rejecting, proposing modifications to, or terminating any proposed or ongoing research involving human participants that is conducted under the auspices or within the jurisdiction of the institution, using the considerations set forth in the Governance of JIBC Research Ethics Board (REB) Procedure. |
| Accountability | <ul style="list-style-type: none"> The REB provides independent review of requests for ethical approval to the JIBC through the Dean of Applied Research & Graduate Studies, and in accordance with Tri-Council Policy. |
| Meetings | <ul style="list-style-type: none"> The REB will meet at least four times each year, to discharge its responsibilities. Meetings are scheduled monthly and may be cancelled if there are no agenda items. A meeting quorum will consist of six members including the Chair (or Vice-Chair). For reviewing low risk ethical review applications a quorum will consist of three members including the Chair (or Vice-Chair) with results reported in regular meeting minutes. |
| Membership | <ul style="list-style-type: none"> The REB will consist of at least 11 members appointed by the Dean, Office of Applied Research & Graduate Studies. Members will serve three year terms, and consist of: <ul style="list-style-type: none"> 2 faculty and/or staff members appointed from each of the JIBC Schools (total of 6), nominated by the relevant Dean 1 member appointed from JIBC Centre for Graduate Studies & Academic Planning, nominated by the JIBC Vice President Academic 2 members-at-large appointed from JIBC faculty and/or staff by the Dean, Office of Applied Research & Graduate Studies 2 community members, at least one of whom has no current |

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| | <p style="text-align: center;">affiliation with the institution, selected jointly by the Dean, Office of Applied Research & Graduate Studies and the JIBC Executive Committee</p> <ul style="list-style-type: none"> • The Dean, Office of Applied Research & Graduate Studies may appoint up to 2 additional members-at-large or community members to ensure that the REB possesses relevant critical expertise and breadth of representation as defined above. With approval from the Dean, the REB may appoint ad hoc advisors in the event that it lacks the specific expertise or knowledge to review specific research proposals. • Non-voting Member: <ul style="list-style-type: none"> ○ Associate Dean, Centre for Applied Research • Non-voting Resources: <ul style="list-style-type: none"> ○ Dean, Office of Applied Research & Graduate Studies ○ Administrative Research Assistant, Office of Applied Research & Graduate Studies. |
| <p>Procedures:</p> | <ul style="list-style-type: none"> • The REB reviews the ethical acceptability of research involving human participants, conducted within JIBC’s jurisdiction or under its auspices. This includes research by JIBC faculty, staff or students regardless of where the research is conducted, in accordance with the Research on Human Participants Ethics Policy. • The REB is governed by the following JIBC Policy and Procedures: <ul style="list-style-type: none"> ○ Ethics Policy: Research on Human Participants ○ Procedure: Governance of JIBC Research Ethics Board (REB) ○ Procedure: Scope and Approach of the Research Ethics Board (REB) • The Institute provides the REB with sufficient administrative independence to fulfill its duties, and financial support to do so. • The Chair will guide the group’s efforts to ensure they are effective in meeting the Board’s objectives. The REB Chair is responsible for ensuring that the operations of the REB comply with institutional Policies and Procedures concerning the ethics review process. • Each member will have the opportunity to contribute to discussions at the meetings. While consensus will be sought, when required, decision-making will be by majority of appointed members. • Minutes will be recorded and distributed by the Administrative Research Assistant OARGS. |
| <p>Communications:</p> | <ul style="list-style-type: none"> • The Office of Applied Research & Graduate Studies will communicate the approval/non-approval and additional information as required to the primary contact listed on each request for ethical review application. • Minutes are available to all JIBC employees on the Intranet. |