Title	2.03 Duties of REB Chairs
Version	1.0
Effective Date	June 1, 2025

Purpose

This standard operating procedure (SOP) describes the duties of the Chairs/C-Chairs of the Research Ethics Board (REB).

Scope

This SOP pertains to REBs that review human participant research in compliance with applicable policies and guidelines.

Responsibilities

REB Chairs and Office of Human Research Ethics (OHRE) Personnel are responsible for ensuring that the requirements of this SOP are met.

Procedure

The REB Chair provides overall leadership to the REB. An REB may be led by one or more REB Chairs, as appointed by the Senate Committee on University Research. The responsibilities of an REB Chair and an REB Co-Chair are the same.
More specifically, an REB Chair:

- Can delegate any of their responsibilities, as appropriate, to other qualified individual(s). Any responsibilities that are delegated by the REB Chair must be documented.
- Facilitates the review process based on University policies and procedures, SOPs and applicable regulations and guidelines.
- Determines the level of risk and the appropriateness of a Full Board or delegated review for each research project.
- Monitors the REB's decisions for consistency and ensures that decisions are recorded accurately and communicated to Researchers in writing in a timely fashion.
    - The monitoring process includes reviewing all comments arising from Delegated and Full Board reviews, summarizing comments to avoid duplication and for clarity, identifying and deleting comments that are inappropriate or that are not germane to the review, and bringing to the attention of the Researcher all matters that are not ethically compliant.
- Acts as chair during Full Board meetings for protocols assigned to them.
- Ensures that all REB members are free to participate in discussions during the REB meetings.
- Meets with researchers to discuss ethical issues and provide advice as requested.
- Communicates outcome of meetings with OHRE Personnel in writing to ensure complete records are kept.

- Meets with reviewers to discuss review comments if/as needed.
- Performs or delegates authority to (an) REB member(s) to perform a delegated review.
- Signs off on all REB decisions in writing.
- Can suspend the conduct of any research study deemed to place participants at unacceptable risk pending discussion by the Full Board.
- Can suspend the conduct of the research study if they determine that a Researcher is not adhering to the REB approved protocol or to the REB's policies and procedures.
- Can request a directed audit of a research study if they determine that the Researcher is not adhering to the REB approved protocol, to the REB's policies and procedures, and/or they feel participants have been placed at risk.
- Will report on the activities of the REB to the University as required.
- In conjunction with the OHRE Personnel and the Human Research Ethics Education Specialist, ensures the REB members are informed of all new legislation, regulations, policies, and guidelines pertaining to human participant research and advises the organization on policies and procedures related to research conduct.
- In conjunction with the OHRE Personnel and Human Research Ethics Education Specialist, assesses the education and training needs of the REB members and OHRE Personnel, and identifies any gaps to the Director.
- Reviews and provides feedback on REB policies, procedures and SOPs at set intervals, to ensure they meet all current standards.

Revision History

Version	Effective Date	Summary of Changes