



# THE UNIVERSITY OF WINNIPEG

<b>UW-UHREB 1.001</b>	<b>Composition of the University Human Research Ethics Board (UHREB)</b>
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<b>Approving Body</b>	
<b>Responsible Officer</b>	Vice-President, Research and Innovation

## 1. PURPOSE

This procedure describes the composition of the University Human Research Ethics Board (UHREB).

## 2. GENERAL POLICY STATEMENT

Individual members of the UHREB must be qualified through training, experience, and expertise to ascertain the acceptability of proposed research protocols in terms of ethics.

In keeping with the University of Winnipeg's commitment to equity, social justice, and diversity, the UHREB will include individuals with diverse professional expertise, experiences and attributes (e.g., gender, ethnic background, etc.). The UHREB will undertake its reviews in a manner that recognizes that, in pursuit of knowledge and in the conduct of research, individuals have different ideas, perspectives, and values. Consistent with the principles articulated in *Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans* (current issue: TCPS2, 2018), the UHREB will provide reviews of research that balance the two main goals of providing the necessary protection of participants and serving the legitimate requirements of research through a transparent and accountable process for the ethical acceptability of research.

## 3. RESPONSIBILITY

This procedure applies to all UHREB members, including the Chair and Vice-Chair. The Office of the Vice-President, Research and Innovation is responsible for the appointment of the UHREB Chair, and is responsible for the appointment of the Vice-Chair and members in consultation with the Chair.

#### **4. SPECIFIC POLICIES AND PROCEDURES**

##### **4.1 *Selection of the UHREB Members***

- 4.1.1 UHREB recognizes that individuals may differ in terms of race, ethnicity, gender, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, and physical appearance. In order to ensure diverse representation, potential members of the UHREB will be able to, but not be required to, self-identify their different characteristics and experiences. In the selection of UHREB members, consideration shall be given to qualified persons representing diverse backgrounds and experiences.
- 4.1.2 The membership on UHREB shall include all genders, but shall not consist of a significant majority by any one gender.
- 4.1.3 The Indigenous Ethics Advisory Committee (IEAC) is a subcommittee of the UHREB that ensures that the UHREB conducts culturally informed reviews of applications involving research with and/or about Indigenous peoples. Members of the IEAC serve as members of the UHREB.
- 4.1.4 The UHREB will include qualified individuals from diverse ethnocultural communities.
- 4.1.5 The UHREB membership will consist of individuals with diverse disciplinary expertise.

##### **4.2 *Composition of the UHREB***

- 4.2.1 The membership of UHREB will be determined by the ongoing needs of the University. The UHREB will collectively have the qualifications and experience to review and evaluate the science and ethics of the research it reviews.
- 4.2.2 The membership will consist of at least ten (10) members, including:
- A minimum of four (4) full-time faculty members or instructors who have expertise in relevant research disciplines, fields and methodologies covered by the UHREB;
  - A minimum of one (1) community member who has no affiliation with the institution and is capable of representing the interests of the communities served by The University of Winnipeg;
  - One (1) member with knowledge in the area of ethics through either a teaching or research specialization in ethics, or through extensive experience in the area of research ethics;
  - At least three (3) members with expertise in research involving First Nations, Métis or Inuit peoples (with preference given to potential members with Indigenous identity);
  - One (1) member who identifies as being Indigenous; and
  - One (1) member knowledgeable in the relevant laws (but who is not The University of Winnipeg's legal counsel or risk manager).
- 4.2.3 At its discretion, the UHREB may include, on an *ad hoc* basis, additional individuals who have an expertise that is not found amongst the membership of the UHREB. *Ad hoc* advisors will conduct a review of a proposal received by the UHREB.

- 4.2.4 Annually, the UHREB works with the Dean of Graduate Studies to identify a graduate student to serve on the UHREB.
- 4.2.5 A member of the UHREB may not fulfill more than two mandatory representative capacities and disciplines.
- 4.2.6 The Vice-President, Research and Innovation is the senior non-voting advisor to the UHREB in all matters associated with its mandate, compliance monitoring, and reporting to the Board of Regents.
- 4.2.7 The Ethics Officer serves as Secretary to the UHREB, and is non-voting.

#### 4.3 ***UHREB Chair and Vice-Chair***

- 4.3.1 The UHREB Chair shall be appointed by the Vice-President, Research and Innovation from among the appointed members. The UHREB Chair shall serve, normally, for a term of three (3) years, twice renewable. The Chair shall hold a tenured position with The University of Winnipeg at the rank of Associate Professor or Professor.
- 4.3.2 The UHREB Chair is responsible for ensuring that the review process conforms to the requirements of the latest version of TCPS. The Chair's role is to provide leadership and to facilitate the UHREB review process, based on institutional policies and procedures and the TCPS. The Chair should monitor the UHREB's decisions for consistency and ensure that these decisions are recorded accurately and communicated clearly to researchers (in writing) as soon as possible by the Chair or a designated individual (TCPS2, 2018, Article 6.8).
- 4.3.3 The UHREB Vice-Chair shall be appointed by the Vice-President, Research and Innovation from among the appointed members, based on the recommendation of the UHREB Chair. The UHREB Vice-Chair shall serve, normally, for a term of three (3) years, twice renewable. The Vice-Chair shall hold a tenured position with The University of Winnipeg at the rank of Associate Professor or Professor.
- 4.3.4 The UHREB Vice-Chair supports the Chair to ensure that the rights and welfare of research participants are adequately protected, and that the benefits of the research justify the risks to the research participants. The Vice-Chair may perform the duties of the Chair when designated by the Chair, in the event of the Chair's absence, or if the Chair has a conflict of interest regarding any protocol under review. There is no expectation that the Vice-Chair will automatically succeed the Chair; in this regard, the position is not necessarily part of succession planning.
- 4.3.4 The UHREB Vice-Chair shall not serve as a member knowledgeable in relevant law.

#### 4.5 ***Quorum at UHREB Meetings***

- 4.5.1 Quorum is five (5) members of the UHREB and the minimum requirements of membership representation are present (TCPS2 Article 6.9, 6.4). The minimum requirements are as follows:
  - At least two (2) members with expertise in relevant research disciplines, fields and methodologies covered by the UHREB;
  - At least one (1) member with research expertise involving First Nations, Métis or Inuit peoples;
  - At least one (1) member knowledgeable in ethics; and

- At least one (1) community member who has no affiliation with the institution.
- 4.5.2 *Ad hoc* advisors, observers, research ethics administration staff and others attending UHREB meetings are not counted in determining quorum, nor do they vote on UHREB decisions (TCPS 2 Article 6.9).
- 4.5.3 When quorum is not achieved, decisions requiring full review will be adopted only when the UHREB Chair (or Vice-Chair as designate) determines that the members in attendance at that meeting have the specific expertise, relevant competence and knowledge necessary to provide an adequate research ethics review of the proposals under consideration. Decisions made without a quorum are not valid or binding, and will require an approval at a subsequent meeting where quorum is achieved.
- 4.6 ***Meeting Attendance of the UHREB Members***
- 4.6.1 UHREB members are expected to attend the regularly scheduled meetings. Normally, meetings are held in person, although it is possible for members to participate via teleconference or videoconference.
- 4.6.2 UHREB members must notify the Ethics Office. Such notice shall normally be at least five (5) business days prior to a scheduled meeting.
- 4.6.3 UHREB members are expected to be available for the entire meeting, not just the sections for which they have been assigned as reviewers. UHREB members attending a meeting are expected to review the relevant materials submitted for each item under review, to submit comments in advance of the meeting, to be prepared to discuss each agenda item, and to provide input at the convened meeting. Each UHREB member is expected to provide input to reviews in accordance with their expertise and/or affiliation.
- 4.6.4 Where a member is absent for more than 50% of meetings in an academic year (excluding unexpected absences due to emergencies, for example), the UHREB Chair shall review whether the member should continue to serve on the UHREB and make a recommendation to the Vice-President, Research and Innovation.
- 4.7 ***Terms of Duty***
- Members of UHREB are expected to commit to terms of three (3) years (renewable) as per their letters of appointment. Appointment terms may include one (1) and two (2) year terms in order ensure some continuity in the experience of the membership. Graduate student members of the UHREB serve one (1) year terms.
- 4.8 ***Conflicts of Interest of the UHREB Members***
- 4.8.1 At the time of their appointments, UHREB members sign a Conflict of Interest and Confidentiality Agreement.
- 4.8.2 Any UHREB member who has a personal or professional interest, or a real or perceived conflict of interest with a research proposal under review (as Principal Investigator, Co-Investigator, Supervisor, student, funder, or as defined in The University of Winnipeg Integrity in Research and Scholarship policy or any other policies of the University) shall not be present when the UHREB is reviewing the research proposal.