

IWK Research Ethics Board Terms of Reference (Document Control: 14 November 2024)



A. Purpose:

While maintaining a strict balance between efficient process and guidelines for the responsible conduct of research, the IWK Research Management Committee - Ethics (RMC-E) will ensure best administrative practices are in place within Research & Innovation Advancement (RIA) to support the functions of the Research Ethics Board (REB) and serve the research community.

B. Functions/Responsibilities

The RMC-E will:

1. Provide guidance to the VP Research and Innovation, REB Lead, REB Chairs and REB.
2. Review administrative processes supporting REB activities.
3. Direct the management of the ethics data management portal (ROMEEO).
4. Develop and facilitate internal communication strategies between REB and other support services.
5. Support the development and maintenance of policies and SOPs.
6. Develop and support partnerships with external collaborators (provincial/national).
7. Support partnerships with local affiliate institutions.
8. Support initiatives related to the administration of research ethics.
9. Support institutional strategy for the administration of research ethics.

C. Committee Composition:

Appointed members reflect a breadth of IWK research experience and disciplines, as well as Equity, Diversity, Inclusiveness, Reconciliation and Accessibility principles. The RMC-E is comprised of:

1. Director, Research & Innovation Advancement (Chair)
2. Research Ethics Lead
3. Chairs of the Research Ethics Board, including Chair, Vice Chair, Executive Chair and past Chairs as available

4. Manager, Research & Innovation Advancement

D. Committee Support:

The Administrative Assistant to the Director (scheduler, non-voting) will fulfil the RMC-E's administrative duties.

E. Quorum

Quorum for a meeting is 50% of the Committee membership plus one.

F. Meeting Schedule

The RMC-E will meet virtually, weekly (biweekly in summer), except in weeks where an REB meeting is scheduled. The schedule will be re-examined regularly to determine whether more or less frequent meetings are necessary.

G. Committee Evaluation:

The committee will annually review its mandate and will undertake an annual self-assessment of its performance. The Committee Chair will provide a report of the annual self-assessment of the RMC-E to the Vice President Research and Innovation.

H. Decision Making

Decisions will be specific to administrative process in support of the work of the REB. Decisions shall be by consensus vote of all members. Where consensus cannot be found, further consultation with the research community, external advice (best practice), or discussion at the REB may be sought.

I. Reporting

The Committee Chair will include a report of the RMC-E's activities in the annual REB Activity Report to the Vice President Research and Innovation, or as required.

Approved by the Vice President Research and Innovation: December 11, 2024