

TITLE	602: Communication – Research Participants
SCOPE	All research submitted to the Human Research Ethics Board operating under the direct authority of Trinity Western University
RESPONSIBILITIES	The Vice-Provost, Research & Graduate Studies, all Human Research Ethics Board (HREB) members, including the Chair(s) and Coordinator
APPROVAL AUTHORITY	The Vice-Provost, Research & Graduate Studies
EFFECTIVE DATE	November 14, 2019
Supersedes documents dated	N/A

1.0 PURPOSE

This standard operating procedure (SOP) describes the Research Ethics Board’s (REB) communication with research participants.

2.0 DEFINITIONS

See Glossary of Terms.

3.0 PROCEDURE

Research participants should be able to voice their concerns, questions and request information regarding their participation or potential participation in research, in confidence, to an informed individual on the REB or in the REB office.

3.1 Communication with Research Participants

- 3.1.1 Research participants are encouraged to contact (by telephone or in writing) the REB office with questions and concerns, using the contact information provided in the informed consent document(s). If requested, the identity of the participant will not be recorded or shared;
- 3.1.2 The REB Office Personnel must document all communication with the research participant;
- 3.1.3 The REB Office Personnel will communicate participant concerns to the REB Chair or designee;
- 3.1.4 The REB Chair or designee works to resolve participant issues which may include a follow-up with the Researcher or the Researcher’s supervisor or other organizational representative, and with appropriate federal agencies, as applicable;

- 3.1.5 The REB Chair or designee documents all communication with the research participant and a de-identified record of this communication is maintained securely and in the relevant research file.

4.0 REFERENCES

See References.

5.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP 602	November 14, 2019	Original version