



## EMILY CARR UNIVERSITY RESEARCH ETHICS BOARD (ECU-REB)

### ECU-REB Standard Operating Procedures

<b>SECTION 300</b>	<b>Communications</b>
RESPONSIBILITY FOR EXECUTING THIS POLICY:	Members of ECU-REB, Research Ethics Board Coordinator
APPROVAL AUTHORITY:	Director of Research
EFFECTIVE DATE:	June 17 2014
SUPERCEDES SOP DATED:	

#### Purpose

The purpose of **Section 300 Communications** is to describe in detail the ECU-REB procedures for circulation of information concerning the services provided by the ECU-REB.

#### SOP 301 – Standardized ECU-REB Forms, Templates, Guidelines, and Flowcharts

- Typography for Forms, Templates, and Guidelines will be guided by **TEMPLATE 301 Forms**. All ECU-REB documents will comply with the Emily Carr Identity + Brand Standards Manual.

#### SOP 302 - ECU-REB Information Distribution

- The Coordinator will maintain current information about the ECU-REB, the ethics review process, and other useful information concerning research ethics review, on the Emily Carr University web sites.
- The Coordinator will provide up to date materials on the ECU-REB review process for the Faculty Handbook and the Research Handbook, on an annual basis.

#### SOP 303 - ECU-REB Reporting

- The ECU-REB Chairperson and the Coordinator will present the ECU-REB Annual Report to the University Senate on an annual basis.
- The Coordinator will circulate an end-of-semester report based on **SPREADSHEET 104.1 ECU-REB Activity** to members of the ECU-REB Policy & Planning Committee and the University Research Council.

#### SOP 304 – University-wide Education about Research Ethics Review

- Once every semester, the ECU-REB will provide an educational event for all interested members of the University community.



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- The ECU-REB Policy & Planning Committee will determine the dates of the University-wide educational events to coincide with application deadlines.
- The dates of the University-wide educational events will be available one month before the start of the University academic calendar. Notice of the events will be widely circulated on the ECU-REB web pages, through all-university notices, in the Faculty Handbook and Research Handbook.
- The ECU-REB Policy & Planning Committee will determine the content of the University-wide educational events. In most cases this event will include a workshop topic of relevance to research ethics reviews, and an Application Clinic.