

TSB (School of Social and Behavioral Sciences) Ethics Review Board Regulations **Version January 2020**

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Article 1: Purpose

The Ethics Review Board is an advisory body reporting to the TSB Management Team. The Board reviews all TSB research projects whether they are in line with the *Code of Ethics for Research in the Social and Behavioral Sciences Involving Human Participants* as applied by TSB. This does not include research projects that are WMO liable. The purpose of the ethical review is the protection of the interest of the participants.

Article 2: Composition

1. The Board consists of at least one representative of each of the nine TSB Departments, who are appointed by the Dean for a period of three years. Board members serve for a maximum of two terms.
2. The Board comprises of members of the TSB staff of the rank of assistant professor, associate professor, or full professor.
3. The Dean appoints a Chair and a Deputy Chair from among the Board members.
4. The TSB Research Support Team provides an official secretary to the Board in consultation with the TSB Management Team.
5. The Chair, Deputy Chair and official secretary constitute the Executive Board of the Ethics Review Board.

Article 3: Meetings and Decision-Making

1. The Board meets at least four times a year, convened by the Chair.
2. The Board convenes if at least two Board members so request in writing, stating the subject to be discussed.
3. Board decisions are taken by a majority vote. Decisions may only be taken if more than half of the appointed members are present. **This rule does not apply for deciding on WMO-liability (see 6.5).**
4. For other issues, the Board will regulate its own procedures.

Article 4: Duties and Powers

1. The Board is specifically responsible for
 - a. ethical reviewing of TSB research projects;
 - b. drawing up and annually updating the ERB working method and related procedures, which includes a publicly available procedure for complaints of participants;
 - c. drawing up an annual report for the TSB Management Team;
 - d. acquiring and maintaining relevant knowledge and skills with regard to recurring ethical issues, as well as evaluating new developments and perspectives;
 - e. raising ethical awareness among applicant researchers through clear and timely information, as well as through constructive dialogue;

- f. creating a pool of reviewers, who act as additional reviewers.
2. A Board member acts as contact person for ethical issues to the Department the Board member is part of.
3. The Board focuses its activities on the domain of scientific research, including (scientific) research conducted by students and research conducted for educational purposes.
4. The Board's remit does not include advising on the content of research at TSB.
5. The official secretary is responsible for all procedural aspects with due regard to the Board and its mission.
6. The TSB Management Team is responsible for adequate instrumentation and administrative and financial support of the Board. This also applies to the proper recording of all ethical reviews performed by the Board.

Article 5: Review of Research Projects

1. Only research projects conducted by a TSB researcher as the lead principal investigator will be reviewed.
2. The review must be conducted in accordance with the *Code of Ethics for Research in the Social and Behavioral Sciences Involving Human Participants* as applied by TSB.
3. Each research project is reviewed by at least one Board member. The Chair can assign additional Board members and/or ERB reviewers. Preferably, a research project is reviewed by two persons.
4. Research projects are not reviewed by a Board member or ERB reviewer who is part of the same Department as one of the principal investigators.
5. The Board does not review a research project in which the first participant is already included.
6. For the project types referred to as "Research project in the context of the Bachelor/Master thesis without leading to a scientific publication" and "Research project by students exclusively for educational purposes excluding bachelor or master thesis" a submission to the Ethical Review Board is no longer required. When a student project is exempted from an ERB application, the supervisors should still make sure that students adhere to the standards of responsible research.
7. An exception to the above rule concerns projects involving higher risk data collection. The supervisors should judge whether this is the case, and when in doubt consult the department's ERB committee member. Examples of higher risk projects include:
 - When sensitive data are collected
 - When the participants are a part of a vulnerable group
 - When the participant can experience physical pain or mental distress

Article 6: Procedure and Reporting

1. If a research project is reviewed as having no ethical issues, the official secretary provides a letter of ethical clearance. If ethical issues are identified, the lead principal investigator receives a revision letter from the official secretary. The lead principal investigator is asked to submit a revised research project for a new review round.
2. The lead principal investigator has to submit an amendment if there are changes in the research project

3. Ethical clearance will lose its validity if the inclusion of the first participant has not taken place within one year after this decision was taken.
4. If the lead principal investigator does not agree with Board's review, he or she can lodge an appeal to the TSB Management Team. The Dean has the authority to take the final decision.
5. If a reviewer doubts if a research proposal is WMO liable or not, first, it will be discussed with the committee, to avoid misunderstandings. If after this discussion, one or more committee members are not convinced of the fact that it is not WMO liable, the researchers of the proposal are asked to send a request to a METC whether or not the project is WMO liable.

These Regulations were adopted by the TSB Management Team on January 14, 2020.