Recommendation	Status	Notes
1. Recruit at least one member with knowledge of the law	Complete and Ongoing	2 appointed and this will be maintained
10. Revise structure of NER to reference TCPS2 articles	Complete	
11. Determine a process for Quality Control of REB Reviews	Complete	A sampling of NERs were sent to external reviewers for comment. External reviewers did not suggest changes.
13. Develop FAQ and Guidance notes for researchers	Complete	New Guidance notes and Converis User Manuals with FAQs have been developed and posted to the website.
14. Provide copies of exemplary applications for researchers to reference	Alternate solution	As required, provide a more personalized approach and guidance on application components rather than attempting to identify exemplary applications, obtain permission to share, and try to match.
15. A web-based and a PDF checklist must be made available to researchers to consult prior to submitting an REB application to ensure an application is complete.	Complete	
16. Form accessibility	Complete	
17. Update Website Update all current forms/support documents. Post guidelines and application information, publish REB meetings and timelines online.	Complete and Ongoing	Website refresh currently underway as part of UofR institutional website update.

17d. Update the list of the REB members and Chair's contact information.	Complete and Ongoing	
18. Appeal of REB Decisions - provide a prominent link on the website and the FAQ to the appeal process.	Complete	
19. The Director of the Research Office or REB compliance officer should work with the REB Chair to set clear expectations for the educational and training requirements for REB members.	Complete and Ongoing	Outlined in the Expectations of REB Members document. Efforts to provide more professional development/training opportunities for Board members ongoing (eg. BRICC training)
19a. We recommend that an orientation package be prepared for each new REB member.	Complete	This has always been done
19b. Continuous educational and training opportunities focused on research ethics should be scheduled as part of regularly scheduled meetings.	Complete	We do this already and will continue to do this
19c. New policy and guidance documents should be shared with REB members to keep them engaged.	Complete	We do this already and will continue to do this
19d. REB Office may want to support and encourage REB members to attend CAREB and workshops on research ethics.	Complete	We do this already and will continue to do this
2. Recruit at least three community members , also Vice Chair discussion	Complete and Ongoing	Indigenous Co-Chair and Vice-Chair positions created and occupied. Four community members currently in place.
20. New Faculty Training Platform (onboarding) The REB Office and the Chair should engage with faculty members, especially new faculty, to ensure they are up to speed regarding REB application processes.	Complete and Ongoing	Onboarding is mandatory for new Board members.

21. Graduate Student Training Supports The Review Team learned that the REB Office has coordinated with the Faculty of Graduate Studies and Research to deliver presentations on research ethics and the REB application process. This is laudable and the two units need to collaborate more so that graduate students are educated on the application process and their applications should be prioritized.	Complete and Ongoing	Ongoing presentations to research methods classes. Plans to secure invitation to FGSR new student orientation.
22. Indigenous Research Protocols and Expectations The Associate Vice President of Research and Chair of REB work with Dr. Lori Campbell, Associate Vice-President Indigenous Engagement to facilitate consultations with U of R Indigenous scholars/leaders, and other Indigenous leaders within the wider Indigenous community with the goal to establish research ethics protocols and expectations grounded in the stated purpose of TCPS2 Chapter 9 and University of Regina's own Call to Action document.	Complete and Ongoing	Indigenous REB Co-Chair in place, and will revise guidelines, train REB members, and review Indigenous applications. Increased community represenation on the Board. Creation of new phased approach to ensure appropriate research engagement practices.
3. Appointing/hiring someone from the research office staff who has the ethical knowledge and capability to immediately review minimal risk applications.	Complete	2nd Compliance Specialist position created and in place since January 2023.
4. More transparency in decision-making, review assignments, and workload expectations.	Complete	This information has been added to the web site, appointment letters and expectations of REB members document.
4b. Files, minutes and other relevant documentation shall be accessible to authorized representatives of the institution, researchers, sponsors and funders when necessary, to assist internal and external audits, or research monitoring, and to facilitate reconsideration or appeals"	Complete	Files etc. are available to authorized representatives when necessary. Researchers will be provided a copy upon request. Relevant approval letters are provided to Tri-Agency monitors upon request.
5. The REB should publish and disseminate annual reports about the REB review statistics submitted directly to the Associate Vice President Research and the university community.	Complete and Ongoing	The REB will report annually to the Council Committee on Research (CCR). CCR meeting materials are posted publicly.

6. The REB should come up with mechanisms to solicit feedback on REB application and review processes to improve the review process and provide better/consistent support for researchers.	Complete	Annual Researcher Satisfaction Survey (launched Fall 2023) will be a good mechanism for receiving feedback. A feedback form will also be included in the refreshed ORS website when launched.
7. Standardized communication such as automatic email response functions to inform researchers of timelines and triage processes.	Complete	
8. Develop and publish on the REB website a flow chart showing the different steps involved in reviewing REB applications so that researchers are better informed of the REB review process.	Complete	Plans to add timelines to flowchart to assist in managing expectations around average turnaround times for each stage of the process.
9. Automated Work Flow	Complete	