



**SIDCER-FERCAP Survey Form 15: Interview**  
Version 3.0, 30 April 2020

<b>EC Name:</b>	<b>Interview Date:</b>
<b>Interviewee Name:</b>	
<b>Interviewee Position:</b>	
<b>Interviewer:</b>	

QUESTIONS	ANSWERS
What is your role in the EC?	
How were you selected?	
How long have you been a member of the EC?	
How do your duties in the EC relate with your current work (if applicable)?	
What are the benefits of being part of the EC?	

**Training (for EC Chair, Secretary, Members, and Staff):**

What kind of training have you attended (e.g., Basic Research Ethics, GCP, SOP, etc.)?	
When was the last time you received training? What kind?	
Is there a continuing research ethics training program in your institution?	

**EC Review (for EC Chair, Secretary, and Members):**

When do you receive the protocols (and other documents) to be discussed at the Board Meeting?	
Does the EC use a primary reviewer system? If so, who determines and how does he/she determines the primary reviewers?	
If you are a primary reviewer of a protocol, what is your main responsibility?	
If you are not a primary reviewer, are you also provided a copy of the whole protocol? If so, what do you do to the protocol?	



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QUESTIONS	ANSWERS
What forms do you use in reviewing a protocol? How do you fill these up?	
How do you prepare for a Board Meeting?	
What contribution does the medical member make?	
What contribution does the non-medical member make?	
What contribution does the non-affiliated member make?	
What are examples of scientific issues discussed during the Board Meeting?	
What are examples of ethical and ICF issues discussed during the Board Meeting?	
How does the EC address COI?	
How does the EC decide on an issue during the Board Meeting?	
What are the kinds of decisions made on a protocol?	
How is expedited review done?	
Who reviews SAEs? Are these deliberated on during the Board Meeting?	
What kinds of reports ( <i>e.g.</i> , SAE Reports, Progress Reports, Final Reports, etc.) are required from the principal investigators?	
Does the EC make site visits? What are the criteria for a site visit? How is it done by the EC?	

**Miscellaneous (for EC Chair, Secretary, Members, and Staff):**

What challenges does the EC face?	
What kind of support does the EC receive from the administration?	



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What other kinds of support do you wish to receive from the administration?	
What should be done to improve EC operations?	

**Other questions:**

- Ask the **Chair** to give information and comment about financial support and sustainability of EC operations, organizational structure
- Ask **Members** to give information and comment about the assignment of reviewers, review process, meeting procedures, their contributions to the review
- Ask the **Secretary** to give information and comment about administrative supervision of staff and criteria for selection of reviewers, difference about expedited and full board review, approval and monitoring procedures
- Ask the **Staff** to give information and comment about the assignment of staff responsibilities, administrative supervision for their work, documentation, follow-up procedures