

Research Ethics Board Standard Operating Procedure Addendum

The Holland Bloorview Research Ethics Board (HB REB) has adopted the N2/CAREB REB SOPs. Some internal practice requirements differ from those in the N2/CAREB SOPs. This SOP addendum describes the specific HB REB requirements related to the N2/CAREB SOP noted below.

SOP #	Title
405.003	Continuing Review

N2/CAREB REB SOP Section #	HB REB SOP Addendum
<p><i>5.1 Continuing Review by the Full Board</i></p> <p>5.1.2 At a minimum, the REB requires that an application for continuing review be submitted once per year until all of the data has been collected, all contact with research participants has concluded and the closure of the research has been acknowledged by the REB;</p> <p>5.1.4 Continuing review applications are due by the deadline for the applicable REB meeting (i.e., the expiry date must be on or after the REB meeting date and prior to the date of the subsequent REB meeting), regardless of the type of review they may undergo;</p> <p>5.1.5 To assist the Researchers in submitting on time, a courtesy reminder(s) prior to the expiry date may be generated;</p>	<p>In addition to the criteria in 5.1.2, Researchers must continue to submit applications for continuing review until:</p> <ul style="list-style-type: none"> • All data have been analyzed, • The objectives of the approved study are met to the extent possible, • All letters of appreciation and lay summaries of findings are shared with participants (with few exceptions). <p>The Researcher should submit the Continuing Review application 30 days prior to the study expiry date.</p> <p>The eREB system will send Continuing Review reminders to the Researcher at the following intervals:</p> <ul style="list-style-type: none"> • 45 days prior to the study expiry date • 30 days prior to the study expiry date • 15 days prior to the study expiry date

<p><i>5.4 Continuing Review Applications not Received by the Expiry Date</i></p> <p>5.4.1 If an application for continuing review is not submitted by the expiry date, a warning or suspension notice will be issued to the Researcher. When suspended, the Researcher must suspend all research activities as specified by the REB. The responsible REB Office Personnel will follow-up with the Researcher to ensure that the application for continuing review is submitted as soon as possible;</p>	<p>The eREB system will send an Expiry/On-Hold Notice the day after the approval expiry. Once placed on Hold, the Researcher must suspend all research activities as specified by the REB.</p> <p>On Hold notices are copied to the Research Ethics, Research Operations, Grants, Contracts and Awards, and Research Finance Offices.</p>
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Revision History	
Version Date	Summary of Changes
October 23, 2020	Original Version
This N2/CAREB REB SOP Addendum has been reviewed and approved for use by the HB REB	