



SOP 106.003

- 5.2.5 All activities are documented in the research file;
- 5.2.6 Any letters, memos, or emails between the REB and Researchers that provide information concerning the review of research (e.g., requests for consent form changes, requests for additional information) and that do not imply or appear to imply approval of the research, may be issued as per delegated signing authority;
- 5.2.7 All reviews, actions, decisions and signatures are filed within the research file;
- 5.2.8 All correspondence is retained in the research file.

5.3 Correspondence with External Agencies

- 5.3.1 The responsible Organizational Official or the REB Chair or designee signs all correspondence with agencies of the federal government (Health Canada, OHRP, FDA) and with all funding agencies and/or sponsors.

6.0 REFERENCES

See References.

7.0 REVISION HISTORY