



**SOP 301.003**

**Title**



## 5.0 PROCEDURE

REB members must rely on the documentation provided by the Researcher for initial and continuing review. Therefore, the materials submitted must provide sufficient information to conduct the review and to make the required determinations.

The REB is supported by administrative procedures that ensure that REB members not only have adequate time for the assessment of the proposed research, but that the materials they receive allow them to adequately assess whether the research submission meets the criteria for REB approval.

The requirements for REB submissions are made available to all Researchers. The REB Office Personnel are responsible for maintaining and disseminating this information to Researchers.

### 5.1 Submission Requirements

The requirements and procedures are outlined on the REB's website and on the appropriate REB submission forms and checklists such as, but not limited to:

- REB application form,
- Submission checklist,
- Continuing Review form,
- Amendment and/or Administrative Change form,
- Change in Researcher/Coordinator form,
- Changes in Research Personnel form,
- Serious Adverse Event Reporting.



5.1.2 The REB may request any additional documentation it deems necessary to the ethics review, or for research ethics oversight;

5.1.3 **Research Requirements:** The research question and methodology is written in sufficient detail to permit evaluation of the merit of the project. The research should include all of the required elements applicable to the research such as, but not limited to:

- Research rationale and objectives,
- Design and detailed description of methodology,
- Eligibility criteria, description of the population to be studied,
- Recruitment and consent process,
- Research interventions,
- Treatment allocation (if applicable),
- Primary and secondary outcome measures,
- Assessment of safety,
- Sample size justification,
- Data analysis,
- Data monitoring.

## 5.2 Administrative Review Procedures

5.2.1 A unique number is assigned to each submission at the time of the receipt of the application. REB Office Personnel screens the submission for overall completeness;

5.2.2 If the submission is incomplete (e.g. documents are missing or incorrect documents were uploaded), the REB Office Personnel will follow up with the Researcher and/or research coordinator to request the required information for inclusion with the submission;

5.2.3 Upon receipt of a complete submission, the responsible REB Office Personnel identifies any outstanding items that will be required to issue approval, as applicable;

5.2.4 For submissions requiring Full Board review, the REB Office Personnel posts the submission to the agenda of the next Full Board meeting. Primary and secondary reviewers are assigned once the agenda is complete, if applicable;

5.2.5 For submissions reviewed via delegated review procedures, the REB Chair or designee assigns a reviewer(s) and sends the research.

## 6.0 REFERENCES

See References.

