

SOP Title:	REB Review Process		
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Category:	REB Review of Research	Reviewed/Effective Date:	October 1, 2019
Issued by:	Research Ethics Office (REO)	Revision Date:	October 1, 2019
Approved By:	Dr. Elizabeth Stephenson		

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the procedures for the REB review process.

2.0 POLICY STATEMENT

All research involving human participants must be submitted for REB review according to the specified submission format and process, otherwise the Researcher will be notified that the REB will not review the research activity until all required elements are submitted. No intervention or interaction with human participants in research, including recruitment, may begin until the REB has reviewed and approved the research protocol, consent documentation and recruitment materials.

3.0 DEFINITIONS

See Glossary of Terms

4.0 RESPONSIBILITY

All REB members and REO Personnel are responsible for ensuring that the requirements of this SOP are met.

5.0 PROCEDURES

5.1 Initial Screening Process

- 5.1.1 All submissions to the REB will be screened in order to determine the level of risk.
- 5.1.2 If the submission qualifies for delegated review, then SOP IV.03.001 should be followed. If it does not qualify for delegated review, then it will be reviewed by the Research Ethics Board at a convened meeting in accordance with the following Full Board Review procedures.

5.2 Full Board Review Procedures

- 5.2.1 The Chair or designee assigns the submission to a primary and a secondary reviewer who will review the study in detail. If the submission involves a medical intervention, at least one of the reviewers must be a medical doctor, or if regarding a dental drug, from a medical or dental

discipline. The protocol may also be assigned to an additional expert (ad-hoc advisor) who is not a member of the REB if the nature of the protocol warrants the need for additional expertise.

- 5.2.2 Continuing Review submissions may be assigned to a single primary reviewer.
- 5.2.3 The Chair and the REB members receive all study related materials at least seven (7) calendar days prior to the REB meeting at which the study is scheduled to be reviewed.
- 5.2.4 The Principal Investigator (PI) may be requested to attend the meeting and if so, he/she will be given an appointment time. If the PI is requested to attend but cannot represent the project on the specified date and cannot delegate this responsibility to a co-investigator, the project may be deferred to the next scheduled REB meeting.
- 5.2.5 Discussion of the Protocol at the REB meeting is led by the primary and the secondary reviewers.
- 5.2.6 All attending voting members are expected to vote on a decision as per SOP III.02.001.

6.0 REFERENCES

See References