

**Holland Bloorview Research Ethics Board (REB)
Standard Operating Procedures**

	REB FUNCTIONS AND OPERATIONS		
POLICY: REB-303	ADMINISTRATIVE REVIEW AND DISTRIBUTION OF MATERIALS		
This policy pertains to:	The activities of the Research Ethics Board (REB) operating under the authority of Holland Bloorview Kids Rehabilitation Hospital		
Responsibility for executing this policy:	Chair, Holland Bloorview REB (or designate)		
Approval authority:	Research, Teaching & Learning Advisory Committee (RTLAC) of the Holland Bloorview Board of Trustees		
Effective date:	September 30, 2014	Supersedes document date:	V2: January 2012
Approved:	Chair of the REB Research, Teaching & Learning Advisory Committee		

1. PURPOSE

The purpose of this SOP is to describe the requirements for document pre-review and distribution prior to REB review.

REFERENCES

2. POLICY

The efficiency and effectiveness of the REB is supported by administrative procedures that assure that REB members not only have adequate time for thorough assessment of each proposed study, but that the documentation they received is complete and accurate to allow for an adequate assessment of study design, procedures, and documentation.

3. SPECIFIC POLICIES

3.1 Administrative Review

Upon receipt of a submission, the REB Office staff will date stamp the submission and screen it for overall completeness. If complete, staff will log the submission details and date in the REB electronic database.

New research proposals will be assigned a unique REB file number.

3.2 Incomplete Submissions

Incomplete applications will not be accepted for review until the Local Principal Investigator (LPI) has provided all

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necessary materials as determined by the REB Office. The REB Office will notify the LPI or designate via email to obtain any outstanding documentation or additional information within 7 days of submission.

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(4.4.3.1)

3.3 Scheduling for Review

When a complete submission meets delegated review requirements, the review will be performed as described in Policy REB- 404. All other applications requiring review by a convened REB will be placed on the agenda for the earliest meeting possible for review by the REB.

The Research Ethics Office will notify the LPI of the review type (delegated or full board) and the number of copies required for distribution to REB members.

3.4 Distribution Prior to REB Meetings

Copies of application materials will be provided by the submitting research team and distributed to all REB members by the REB Office, generally at least two weeks prior to the meeting. Ad hoc advisors will only receive copies of materials that pertain to their requested input as determined by the Chair or his/her designate.

The originals of the submission material will be retained in the REB Office and available for the REB meeting.

3.5 Confidentiality

All material received by the REB will be considered confidential and will be distributed only to meeting participants (regular members, alternate members, ad hoc advisors, and special consultants) for the purpose of review. All application materials will be stored in an REB study file with access limited to the REB Chair or designate and REB staff. All REB members (including full, alternate and ad hoc members) and visitors to REB meetings will be required to sign a Confidentiality Agreement.

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3.6 Destruction of Copies

All confidential materials will be destroyed in a secure manner by individual REB members or staff as soon as the materials are no longer needed, which is generally understood to be immediately subsequent to the REB meeting at which

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the materials were reviewed. Members without access to secure disposal must return their REB materials to the REB Office for confidential waste disposal.

Revision History

V3/July 2014: CAN/CGSB-191.1-2013 references incorporated to reflect compliance. Changed Research Advisory Committee to Research, Teaching & Learning Advisory Committee. Added section 3.1: description of administrative review and logging of submissions in the REB electronic database. Revised section 3.2: added that correspondence regarding incomplete submissions will be done via email. Revised section 3.3: added that the REB office staff will notify LPIs regarding review type and copies required for review of new submissions.