

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
301.005	REB Submission Requirements and Administrative Review

N2/CAREB REB SOP Section #	HB REB SOP Addendum
5.2 Administrative Review Procedures 5.2.1 A unique number is assigned to each submission. REB Office Personnel screens the submission for overall completeness; 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 and assign primary and secondary Reviewers, as applicable; 5.2.5 For submissions reviewed via Delegated review procedures, the REB Chair or Designee assigns a Reviewer(s).	5.2.1. Replace by: A unique number is assigned to each submission at the time the applicant creates the application in the local eREB system. REB Office Personnel screen the submission for overall completeness once the submission has been forwarded to the REO by BRI operations. 5.2.4 . Replace by: For submissions requiring Full Board review, the REB Office Personnel posts the submission to the agenda of the next Full Board meeting and assigns studies to the REB meeting; 5.2.5. Replace by: For submissions reviewed via Delegated review procedures, the REB Chair or Designee reviews the research and will assign a Reviewer if additional expertise is required.

Revision History	
Version Date	Summary of Changes
October 23, 2020	Original Version
December 12, 2022	5.2.1 Editorial change to better reflect HB REB practices. 5.2.5 New section to reflect change in process for delegated review procedures.
June 26, 2023	Updated version number to be in line with revised N2 CAREB SOP
July 13, 2026	Updated to be in line with revised N2 CAREB SOP and current practice
This N2/CAREB REB SOP Addendum has been reviewed and approved for use by the HB REB	