

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
302.005	REB Meeting Administration

N2/CAREB REB SOP Section #	HB REB SOP Addendum
5.2 Primary and Secondary Reviewers [all sections]	5.2 Replace by: All REB members attending the Full board meeting are expected to conduct an in-depth review of the projects listed on the agenda.
5.3.1 The primary and secondary Reviewers (if applicable) will conduct in-depth reviews of their assigned submissions and may submit Reviewer comments prior to the REB meeting. The primary Reviewer should be prepared to lead the discussion at the Full Board meeting;	5.3.1 Replace by: All REB members attending the Full board meeting conduct in-depth reviews of items on the agenda. The Chair or designee leads the discussion at the Full Board meeting.
5.5.3 The REB's concerns, clarifications and recommendations to the Researcher as discussed at the REB meeting are included in the REB review letter that is sent to the Researcher:	Replace by: 5.5.3 The REB's concerns, clarifications and recommendations to the Researcher as discussed at the REB meeting are included in the REB review letter that is sent to the Researcher. Comments based on the discussion during the REB meeting may be added by the REB Chair or delegate on behalf of the Board after the meeting.

Revision History	
Version Date	Summary of Changes
October 23, 2020	Original Version
December 12, 2022	Editorial changes to better reflect HB REB practice
June 26, 2023	Addendum regarding meeting minute approval removed due to revised N2 CAREB SOP Version 4 changes

September 8, 2025	Added clarification that Full Board meetings are generally to be conducted in a virtual format. Added clarification regarding late submission of comments
July 13, 2026	Updated to align with revisions to N2 CAREB SOP and to reflect current practice
This N2/CAREB REB SOP Addendum has been reviewed and approved for use by the HB REB	