

## 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                |
|---------|----------------------|
| 402.005 | REB Review Decisions |

| N2/CAREB REB SOP Section #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | HB REB SOP Addendum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p>5.1 REB Decisions</p> <p>5.1.2 The approval date is defined according to local REB procedures. The expiry date of the REB approval is set by the REB according to the degree of risk and local REB procedure but must not be set for more than one year from the Approval date. The approval letter is not issued until all of the conditions for approval have been met.</p> <p>5.1.3 Delegated Reviews<br/>When Delegated procedures are followed, approval is considered as the day the research is approved by the REB Chair or Designee as well as all other designated reviewers(s), if applicable. The expiry date of the REB approval must not be set for more than one year from this date; the approval letter is not issued until all of the conditions for approval have been met.</p> | <p>5.1.2 Replace by:<br/>The REB approval date is defined as the date all conditions for approval are met. The approval date and expiry date are both stated in the REB approval letter. REB approval is never granted for more than a one-year period.</p> <p>5.1.3. Replace by:<br/>The REB approval date is defined as the date all conditions for approval are met. The approval date and expiry date are both stated in the REB approval letter. REB approval is never granted for more than a one-year period.</p> |

| 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                                                                       | Updated version number to be in line with revised N2 CAREB SOP |
| July 13, 2026                                                                       | Updated version number to be in line with revised N2 CAREB SOP |
| This N2/CAREB REB SOP Addendum has been reviewed and approved for use by the HB REB |                                                                |