

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
406.005	Research Completion

N2/CAREB REB SOP Section #	HB REB SOP Addendum
5.1 Determining when Research can be Closed 5.1.1 The Researcher may submit a research closure report to the REB once all Participant involvement and communication have ended, and no further data collection, follow-up, or interaction is expected. At that point, the project typically no longer poses ongoing ethical considerations related to Participant welfare or consent. however, Researchers and the REB should consider that some protocols remain open even after active participation concludes—particularly when identifiable or sensitive data are still being stored, analyzed, or used for future submissions. Keeping the protocol open in these cases ensures that any future data use is reviewed, Participant privacy is maintained, and the research team continues to meet applicable regulations and institutional requirements for safeguarding sensitive information.	<i>In addition to the criteria in 5.1.1, Researchers may not submit a Study Closure report until:</i> • All data clarification/correction is complete. • All data transfer is complete. • All access to PII/PHI (e.g. participants' medical records) is complete. Administrative Study Closure by the REB When REB approval has expired, the eREB system will send an Expiry/On-Hold Notice to the Researcher. The Researcher must promptly submit a Continuing Review Application or a Study Closure report. If the Researcher has not submitted a Continuing Review Application or a Study Closure report within 90 days after the expiry date, the study will be closed. A Study Closure Notification Letter signed by the REB Chair or their designate will be sent to the Researcher to notify them of the study closure and closure of the REB file. Alternatively, an administrative study closure letter may also be sent if the institution notifies the REB that the study is unable to be conducted or continued at Holland Bloorview. This may

	include but not be limited to administrative, logistical or legal complications. At that time, the REB Chair or their designate will be consulted to determine next steps. Prior to issuing an administrative study closure letter, the REB will consider: - Risk to current participants - Actions to protect the safety, rights and well-being of currently enrolled participants, - The appropriate care and monitoring of research participants, - Whether withdrawal of enrolled participants is warranted and the specific procedures for their safe withdrawal, - Whether participants should be informed of the closure - Whether adverse events or outcomes should be reported to the REB Once the REB Chair or designee has made the determination it is appropriate to close the study, a Study Closure Notification Letter signed by the REB Chair or their designate will be sent to the Research and the institutional official to notify them of the study closure and the reasons for the decision
--	---

Revision History	
Version Date	Summary of Changes
October 23, 2020	Original Version
December 12, 2022	Revision to criteria stating when a Study Closure report can be submitted Addition of instance when an Administrative Study Closure may be sent
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
This N2/CAREB REB SOP Addendum has been reviewed and approved for use by the HB REB	