

Women's College Hospital Research Ethics Board SOP Addendum

The WCH REB has adopted the N2/CAREB REB SOPs. This SOP addendum is to be used in tandem with the N2/CAREB SOP to address any WCH specific process differences.

SOP 402.004 REB Review Decisions

SOP Section	Addendum
5.1 REB Decisions	
5.1.1 REB decisions are made either by consensus or a majority vote of the REB members present at a Full Board meeting, with the exception of those who have recused themselves in accordance with the conflict of interest policies.	REB Decisions are made by a majority vote of the REB members present at a Full Board meeting, with the exception of those who have recused themselves in accordance with the conflict of interest policies.
5.1.2 Approval, Approval with Modifications, Deferrals The approval date is defined according to local REB procedures. The expiry date of the REB approval is calculated from this date; however, the approval letter is not issued until all of the conditions for approval have been met.	The Approval date is defined as the date that all conditions for approval have been met to the satisfaction of the REB Chair or delegate. The expiry date is calculated from this date. However, the approval letter is not issued until all of the conditions for approval have been met.
5.1.3 Delegated Reviews When delegated review 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 reviewer(s), if applicable. The expiry date of the REB approval is calculated from this date; however, the approval letter is not issued until all of the conditions for approval have been met,	When delegated review procedures are followed, approval is defined as the date that all conditions for approval have been met to the satisfaction of the REB Chair or delegate. The expiry date is calculated from this date. However, the approval letter is not issued until all of the conditions for approval have been met.

Revision History	
Effective Date	Summary of Change
December 7, 2022	Original version
April 17, 2024	Revised to update SOP version number
This N2/CAREB SOP Addendum has been reviewed and approved for use by:	
<p>Alison Williams, PhD Chair, Women's College Hospital Research Ethics Board</p>	