

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 405.004 Continuing Review

SOP Section	Addendum
5.1 Continuing Review by the Convened WCH REB	
5.1.2 At a minimum, the REB requires that an application for continuing review be submitted once per year until all of the data has been collected, all contact with research participants has concluded and the closure of the research has been acknowledged by the REB;	In addition to the criteria listed in 5.1.2, the REB requires that an application for continuing review be submitted until all access with patient medical records/identifiable information has concluded.
5.1.4 Continuing review applications are due by the deadline for the applicable REB meeting (i.e., the expiry date must be on or after the REB meeting date and prior to the date of the subsequent REB meeting), regardless of the type of review they may undergo;	Continuing review applications are due 30 days prior to the study expiry date
5.4.1 Continuing Review Applications not Received by the Expiry Date	
5.4.1 If an application for continuing review is not submitted by the expiry date, a warning or suspension notice will be issued to the Researcher. When suspended, the Researcher must suspend all research activities as specified by the REB. The responsible REB Office Personnel will follow-up with the Researcher to ensure that the application for continuing review is submitted as soon as possible;	The day after study expiry, an expiry/on-hold notice will be sent to the Researcher via email and will be copied to Research Operations Administration.

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>	