

## 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 406.004 Research Completion

SOP Section	Addendum/Revision
5.1 Determining when Research can be Closed	
5.1.1 The Researcher may submit a research closure report to the REB when there is no further participant involvement at the site, all new data collection is complete and the sponsor closeout activities, if applicable have been completed.	<p><u>Administrative Study Closure by the REO</u></p> <p>When REB approval has expired, an expiry/on-hold notice will be sent to the Principal Investigator via email.</p> <p>If the principal investigator does not submit a continuing review/annual renewal application or a study closure report within 30 days after expiry, the study will be administratively closed at the REO's earliest convenience.</p> <p>An Administrative Study Closure letter signed by the REB Chair or their delegate will be sent to the Principal Investigator to notify them of the study closure.</p>

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>	