

Title	REB Submission Requirements and Administrative Review
SOP Code	301.005
Effective Date	14-Apr-2026

Site Approvals

Name and Title (typed or printed)	Signature	Date dd/Mon/yyyy

1.0 PURPOSE

This standard operating procedure (SOP) describes the Research Ethics Board (REB) submission requirements and the administrative review procedures. This SOP applies to all submissions including but not limited to, applications for initial review, amendments, and the submission of any new information.

2.0 SCOPE

This SOP pertains to REBs that review human Participant research in compliance with applicable regulations and policies.

3.0 RESPONSIBILITIES

All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

REB members must rely on the documentation provided by the Researcher for initial and continuing review. Therefore, the materials submitted must provide sufficient information to conduct the review and to make the required determinations.

The REB is supported by administrative procedures that ensure that REB members not only have adequate time for the assessment of the proposed research, but that the materials they receive allow them to adequately assess whether the research submission meets the criteria for REB approval.

The requirements for REB submissions are made available to all Researchers. The REB Office Personnel are responsible for maintaining and disseminating this information to Researchers.

5.1 Submission Requirements

5.1.1 The required documents, checklists, number of copies, format, and submission procedures are outlined on the REB's website and on the appropriate REB submission forms and checklists such as, but not limited to:

- REB application form,
- Submission checklist,
- Continuing Review form,
- Amendment and/or Administrative Change form,
- Change in Researcher/Coordinator form,
- Changes in Research Personnel form,
- Serious Adverse Event Reporting form,
- Research Completion form;

5.1.2 The REB may request any additional documentation it deems necessary to the ethics review, or for research ethics oversight;

5.1.3 **Research Requirements:** The research question and methodology are written in sufficient detail to permit the evaluation of the merit of the project. The research should include all of the required elements applicable to the research such as, but not limited to:

- Research rationale and objectives,
- Design and detailed description of methodology,
- Eligibility criteria, and description of the population to be studied,
- Recruitment and consent process,
- Research interventions,

- Treatment allocation (if applicable),
- Primary and secondary outcome measures,
- Assessment of safety,
- Sample size justification,
- Data analysis,
- Data monitoring.
- Literature review

5.2 Administrative Review Procedures

- 5.2.1 A unique number is assigned to each submission of. REB Office Personnel screens the submission for overall completeness;
- 5.2.2 If the submission is incomplete (e.g. documents are missing or incorrect documents were uploaded), the REB Office Personnel will follow up with the Researcher and/or Research Coordinator to request the required information for inclusion with the submission;
- 5.2.3 Upon receipt of a complete submission, the responsible REB Office Personnel identifies any outstanding items that will be required to issue approval, as applicable;
- 5.2.4 For submissions requiring Full Board review, the REB Office Personnel posts the submission to the agenda of the next Full Board meeting and assign primary and secondary Reviewers, as applicable;
- 5.2.5 For submissions reviewed via Delegated review procedures, the REB Chair or Designee assigns a Reviewer(s).

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP301.001	15-Sept-2014	Original version
SOP301.002	08-Mar-2016	No revisions needed
SOP301.003	08-Oct-2019	No revisions needed
SOP301.004	15-May-2023	No revisions needed
SOP301.005	14-Apr-2026	1.0: reworded for clarity and to align with TCPS2 (2022) and E6(R3) language regarding submission processes and investigator responsibilities. 2.0: changed “guidelines” to “policies”. 5.1.3: added Literature Review. 5.2.1: deleted ‘at the time of receipt of the application’. 5.2.4: deleted “assigned once the agenda is complete, if applicable”. 5.2.4 and 5.2.5: capitalized Reviewer as it is now defined in the Glossary. 5.2.5: deleted sentence fragment ‘and sends the research’.