

<b>Title</b>	<b>Initial Review – Criteria for REB Approval</b>
<b>SOP Code</b>	403.005
<b>Effective Date</b>	14-Apr-2026

### Site Approvals

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

## 1.0 PURPOSE

This standard operating procedure (SOP) describes the minimum requirements that research proposals involving human Participants must meet in order to be approved by the Research Ethics Board (REB), independent of the review pathway (i.e., Full Board or Delegated review).

## 2.0 SCOPE

This SOP applies 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.

The REB members are responsible for determining whether the research meets the criteria for approval.

## 4.0 DEFINITIONS

See Glossary of Terms.

## **5.0 PROCEDURE**

All research involving human Participants must meet certain criteria before REB approval may be granted. Initial REB approval of the research is based on the assessment of a complete submission to the REB. The REB and/or REB Office Personnel may consult the Researcher for additional information as necessary.

Following initial review of the research, the REB should be prepared to make a determination as to the approvability of the research.

In addition to REB approval, the requirements of the organization where the research will be conducted must also be met before the research can begin (e.g., department approvals, adequate resources, etc.).

### **5.1 Minimal Criteria for Approval of Research**

In order for the research to receive REB approval, the REB will take the following into consideration:

- 5.1.1 That the Researcher has the qualifications to conduct the research;
- 5.1.2 Any potential conflicts of interest are declared and are managed appropriately to prevent any compromises to the safety or well-being of the Participants or to the integrity of the data;
- 5.1.3 There is a state of clinical equipoise when there is a comparison of two or more treatment arms;
- 5.1.4 The research will generate knowledge that could be Generalized and lead to improvements in health or well-being;
- 5.1.5 The methodology is scientifically sound and capable of answering the research question;
- 5.1.6 The risks to Participants are minimized by:
  - Using procedures that are consistent with sound research design and that do not unnecessarily expose Participants to risk, and
  - By using procedures already being performed on the Participants for diagnostic or treatment purposes whenever appropriate;
- 5.1.7 The risks to Participants are reasonable in relation to the anticipated benefits, if any, and the importance of the knowledge that will be generated;
- 5.1.8 The selection of Participants is equitable. In making this assessment, the REB

will take into account the purpose of the research and the research setting. The REB will consider the scientific and ethical reasons for including vulnerable populations, if applicable;

- 5.1.9 There are sound scientific and ethical reasons for excluding classes of persons who might benefit from the research;
- 5.1.10 When some or all of the Participants, such as children, prisoners, the elderly, pregnant women, those with mental health issues, and those with diminished capacity for self-determination may be vulnerable to coercion or undue influence, in the context of research, additional safeguards have been included in the research, and in the REB review process to protect the rights and welfare of these Participants;
- 5.1.11 The amount and method of payment to Participants is appropriate, to ensure that there is no undue influence and that Participants are reimbursed fairly and not put at any financial disadvantage for the time and inconvenience of participation in research. Payments and reimbursement must be clearly described to Participants (including method, amounts, and schedule);
- 5.1.12 Informed consent will be sought from each prospective Participant or from the Participant's legally authorized representative, in accordance with and to the extent required, by applicable regulations and policies;
- 5.1.13 The informed consent form will accurately explain the research and contain the required elements of consent;
- 5.1.14 The informed consent process will be appropriately documented in accordance with the relevant regulations;
- 5.1.15 There will be provisions for on-going data and safety monitoring procedures that are appropriate to the size, complexity, phase, and level of risk of the research. The REB may recommend the use of a Data and Safety Monitoring Board (DSMB) to enhance Participant protection;
- 5.1.16 There will be adequate provisions to protect the privacy of Participants and to maintain data confidentiality;
- 5.1.17 There will be adequate provisions for continued access to the agent or device or an adequate replacement of the test agent after the research is complete, when appropriate;
- 5.1.18 There will be adequate provisions for the timely publication and dissemination of the research results, including sharing results with Participants in a format that is suitable for them (e.g. lay language summary);

5.1.19 If applicable, evidence that the research has been or will be registered via an internationally recognized clinical trial registry.

### **5.2 Additional Criteria**

- 5.2.1 Studies proposing access to or collection of personal information require consideration of additional items to ensure the protection of the privacy of the personal information and to determine whether appropriate privacy legislation is adhered to;
- 5.2.2 Additional criteria for research involving Indigenous peoples in Canada, or research on materials related to human reproduction, genetic research, children, prisoners, or pregnant women shall be applied when applicable in accordance with governing principles and/or Regulations.

### **5.3 Length of Approval Period**

- 5.3.1 The REB shall review research at periods appropriate to the degree of risk and at least annually;
- 5.3.2 The REB may require review more often than annually when there is a high degree of risk to Participants relative to the population;
- 5.3.3 The REB may consider reviewing the research more often than annually as required by the continuing review procedures.

## **6.0 REFERENCES**

See References.

## 7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP403.001	15-Sept-2014	Original version
SOP403.002	08-Mar-2016	No revisions needed
SOP403.003	08-Oct-2019	5.1.1: deletion of 'The application has been signed by the Researcher and, if applicable, by a designated Organizational Official, indicating'; 5.1.10: addition of ....who may be vulnerable 'in the context of research'; 5.1.19: First sentence changed to 'If applicable, <b>evidence that</b> the research has been or will be registered via an internationally recognized clinical trial registry; deletion of 'and a registration number has been/will be submitted to the REB. If the research is not yet registered, the researcher shall provide the REB with the registration number upon registration.'; 5.2.2: replaced the word Aboriginal with Indigenous
SOP403.004	15-May-2023	No revisions needed
SOP403.005	14-Apr-2026	2.0 and 5.1.12 'guidelines' replaced by 'policies'; 5.1.11, added language about fair reimbursement of research participants for research-related expenses; 5.1.18 added 'sharing results with participants in a format that is suitable for them, e.g. lay language.'