

## Ontario Cancer Research Ethics Board N2/CAREB REB SOP Addendum

OCREB has adopted the N2/CAREB REB SOPs. However, in order to reflect specific OCREB requirements, this addendum must be used in tandem with the SOP noted below\*.

### N2/CAREB SOP 402 – REB Review Decisions

SOP Section	OCREB Addendum
<b>5.1.1</b> REB decisions are made <b>either</b> by <b>consensus</b> 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;	<b>5.1.1</b> OCREB 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. The REB Chair <b>generally</b> abstains from voting except to break a tie vote, <b>unless he/she is fulfilling one of the required REB capacities to meet quorum</b> ;
<b>5.1.2 (approval, approval with modifications, deferral)</b> The approval date is defined according to local REB procedures. The expiry date is set by the REB according to the degree of risk and local REB procedure but must not be set for more than one year from the approval date	<b>5.1.2</b> The approval date is defined <b>as the date that all conditions for approval have been met</b> . The expiry date is set by the REB according to the degree of risk and local REB procedure but must not be set for more than one year from the approval date; <b>however, the approval letter is not issued until all of the conditions for approval have been met</b> .
<b>5.1.3</b> 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 must not be set for more than one year from this date; the approval letter is not issued until all of the conditions for approval have been met,	<b>5.1.3</b> When delegated review procedures are followed, approval is considered as the <b>date that all conditions for approval have been met</b> . The expiry date of the REB approval must not be set for more than one year from this date; the approval letter is not issued until all of the conditions for approval have been met,
<b>5.2.3</b> Appeals are conducted in accordance with the established organizational policy. The organization at which the appeal will take place will be determined on a case-by-case basis by the REB in consultation with the Researcher (and his/her affiliated organization);	<b>5.2.3</b> Appeals are conducted in accordance with the established organizational policy. The organization at which the appeal will take place will be determined on a case-by-case basis by the REB in consultation with the Researcher (and his/her affiliated organization); <b>OCREB has adopted the Clinical Trials Ontario (CTO) REB Appeals Policy</b> .

Revision History	
Date/Version	Summary of Changes
August 28, 2018/001	Original version.
December 4, 2019/002	5.1.1 SOP Section: last sentence removed to reflect N2/CAREB REB SOP v3
March 21, 2025/004	No revisions needed
June 5, 2026/005	5.1.2: changed 'The expiry date of the REB Approval is calculated from this date.' to 'The expiry date is set by the REB according to the degree of risk and local REB procedure but must not be set for more than one year from the approval date'.  5.1.3: revised '... is calculated from this date' to '...must not be set for

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more than one year from this date'.

5.2.3 – Added 'OCREB has adopted the Clinical Trials Ontario (CTO) REB Appeals Policy.'