

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 301 – REB Submission Requirements and Administrative Review

SOP Section	OCREB Addendum
<p>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:</p> <ul style="list-style-type: none"> • 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; 	<p>5.1.1 The required documents and submission procedures are outlined on the CTO website and in the CTO Stream applications forms. Because of the single REB/multi-centre model, submissions are divided into provincial and centre applications, as follows:</p> <ul style="list-style-type: none"> • Provincial submissions to OCREB include: <ul style="list-style-type: none"> • Provincial Initial Applications (PIA); • Provincial Amendments (PAM); • Provincial Reportable Events (PRE); • Provincial Continuing Review (PCR); • Provincial Study Closure (PSC); • Centre submissions to OCREB include: <ul style="list-style-type: none"> • Centre Initial Applications (CIA); • Centre Amendments (PAM); • Centre Reportable Events (CRE); • Centre Continuing Review (CCR); • Centre Study Closure (CSC);
<p>5.2.1 A unique number is assigned to each submission at the time of the receipt of the application. REB Office Personnel screens the submission for overall completeness;</p>	<p>5.2.1 A unique CTO Stream ID is assigned to each submission when the application is created or edited for resubmission. REB Office Personnel screen the submission for overall completeness;</p>

Revision History	
Date/Version	Summary of Changes
August 28, 2018/001	Original version.