

## 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 302 – REB Meeting Administration

SOP Section	OCREB Addendum
<b>5.5.3</b> The REB's concerns, clarifications and recommendations to the Researcher as discussed at the REB meeting are included in the REB review letter that is sent to the Researcher.	<b>5.5.3</b> The REB's concerns, clarifications and recommendations to the Researcher as discussed at the REB meeting are included in the REB review letter that is sent to the Researcher, <b>which is accessible to all OCREB members in the online system. The information documented in the letter may be included in the REB meeting minutes;</b>
N/A	<b>New Section</b> <ul style="list-style-type: none"> <li>The REB Chair or designee may establish an ad hoc subcommittee when one or more submissions require full Board review prior to the next regularly scheduled full Board meeting;</li> <li>The subcommittee composition will be in accordance with the standard REB membership requirements, including a minimum of five members covering all six membership categories;</li> <li>The REB Chair or Vice-Chair will chair the subcommittee meeting;</li> <li>The subcommittee meeting will follow the standard meeting administration procedures;</li> <li>The subcommittee will approve the meeting minutes, which will be provided to the full Board for information at the next available meeting;</li> </ul>

Revision History	
Date/Version	Summary of Changes
August 28, 2018/001	Original version.
December 4, 2019/002	5.5.3 SOP Section: 2 <sup>nd</sup> sentence removed for consistency with N2/CAREB REB SOP v3 5.7.1: removed as the addendum is not required with the changes to N2/CAREB SOP v3