

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 405 – Continuing Review

SOP Section	OCREB Addendum
5.1.1 The Researcher is required to submit an application for continuing review of research at a frequency to be determined by the REB and which will be defined at the time of the initial approval of the research, or as otherwise revised;	5.1.1 The Provincial Applicant (PA) is required to submit a provincial continuing review (PCR) application of research at a frequency to be determined by the REB and which will be defined at the time of the initial approval of the research, or as otherwise revised. Additionally: <ul style="list-style-type: none"> Each Centre PI is required to submit a centre continuing review (CCR) application. Because the provincial and centre expiry dates are the same, CCRs are due at the same time as the PCR; Extensions of approval beyond the expiry date are not granted;
5.1.8 The responsible REB Office Personnel will assign the application to the agenda of the next REB meeting if the research meets the criteria for Full Board review;	5.1.8 The responsible REB Office Personnel will assign the PCR to the agenda of the next REB meeting if the research meets the criteria for Full Board review. Additionally: <ul style="list-style-type: none"> CCR will undergo delegated review;
5.3.3 N/A	5.3.3 Approval of the CCR will be issued only after the PCR is approved. The centre will retain the approval and expiry dates of the overall study.
5.4.1 If an application for continuing review is not submitted by the expiry date, a warning or suspension notice will be issued to the Researcher. When suspended, the Researcher must suspend all research activities as specified by the REB. The responsible REB Office Personnel will follow-up with the Researcher to ensure that the application for continuing review is submitted as soon as possible;	5.4.1 If a PCR is not submitted by the expiry date, a warning or suspension notice will be issued to the Provincial Applicant and to all Centre PIs . When suspended, all Centre PIs must suspend all research activities as specified by the REB. The responsible REB Office Personnel will follow-up with the PA to ensure that the PCR is submitted as soon as possible. Additionally <ul style="list-style-type: none"> If the PRE has been submitted but a CRE is not submitted by the expiry date, a warning or suspension notice will be issued to the relevant Centre PI. The Centre PI must suspend all research activities as specified by the REB. The responsible REB Office Personnel will follow-up with the Centre PI to ensure that the CCR is submitted as soon as possible;
5.4.4 If the REB approval lapses and the Researcher wants to continue with the research, the REB will complete the review of the research as soon as possible and the Researcher may resume the suspended activities once approval of the research has been issued. The lapse in approval will be documented	5.4.4 If the REB approval lapses and the Researcher wants to continue with the research, the REB will complete the review of the PCR and CCR as soon as possible and the Researcher(s) may resume the suspended activities once approval has been issued. The lapse in approval will be documented in the PCR and the CCR approval letters, as applicable.

Revision History	
Date/Version	Summary of Changes
August 28, 2018/001	Original version.
June 24, 2020/002	Acronyms revised to PCR and CCR