



Network of Network (N2)/Canadian Association of Research Ethics Boards (CAREB) Research Ethics Board (REB) Standard Operating Procedures (SOPs) Table of Contents & Authorization

The N2/CAREB SOPs and corresponding OCREB addenda below are authorized for use by OCREB. The version dates of all CAREB/N2 SOPs are updated at the time of a new release and any changes made to each SOP are noted in the revision history.

SOP#. Version	SOP TITLE	EFFECTIVE DATE
100 GENERAL ADMINISTRATION (101-108)		
101.004	Authority and Purpose	15-May-2023
101	OCREB Addendum 004	21-Mar-2025
102.004	Research Requiring REB Review	15-May-2023
103.004	Training and Education	15-May-2023
103	OCREB Addendum 004	21-Mar-2025
104.004	Management of REB Office Personnel	15-May-2023
105A.004	Conflicts of Interest – REB Members and REB Office Personnel	15-May-2023
105A	OCREB Addendum 004	21-Mar-2025
105B.004	Conflicts of Interest – Researcher	15-May-2023
105B	OCREB Addendum 004	21-Mar-2025
105C.004	Conflicts of Interest – Organization	15-May-2023
106.004	Signatory Authority	15-May-2023
107.004	Use and Disclosure of Personal Information	15-May-2023
108.004	Standard Operating Procedures Maintenance	15-May-2023
200 REB ORGANIZATION (201-203)		
201.004	Composition of the REB	15-May-2023
201	OCREB Addendum 004	21-Mar-2025
202.004	Management of REB Membership	15-May-2023
203.004	Duties of REB Members	15-May-2023
203	OCREB Addendum 004	21-Mar-2025
300 FUNCTIONS AND OPERATIONS (301-303)		
301.004	REB Submission Requirements and Administrative Review	15-May-2023
301	OCREB Addendum 004	21-Mar-2025

SOP#. Version	SOP TITLE	EFFECTIVE DATE
302.004	REB Meeting Administration	15-May-2023
302	OCREB Addendum 004	21-Mar-2025
303.004	Document Management	15-May-2023
400 REVIEWS OF RESEARCH (401-407)		
401.004	Delegated Review	15-May-2023
401	OCREB Addendum 004	21-Mar-2025
402.004	REB Review Decisions	15-May-2023
402	OCREB Addendum 004	21-Mar-2025
403.004	Initial Review - Criteria for REB Approval	15-May-2023
403	OCREB Addendum 004	21-Mar-2025
404.004	Ongoing REB Review Activities	15-May-2023
404	OCREB Addendum 004	21-Mar-2025
405.004	Continuing Review	15-May-2023
405	OCREB Addendum 004	21-Dec-2025
406.004	Research Completion	15-May-2023
406	OCREB Addendum 004	21-Mar-2025
407.004	Suspension or Termination of REB Approval	15-May-2023
407	OCREB Addendum 004	21-Mar-2025
500 REVIEWS REQUIRING SPECIAL CONSIDERATION (501)		
501.004	REB Review During Publicly Declared Emergencies	15-May-2023
600 REB COMMUNICATION AND NOTIFICATION (601-602)		
601.004	Communication – Researcher	15-May-2023
602.004	Communication – Research Participants	15-May-2023
602	OCREB Addendum 004	21-Mar-2025
700 INFORMED CONSENT (701)		
701.004	Informed Consent Form Requirements and Documentation	15-May-2023
701	OCREB Addendum 004	21-Mar-2025
800 RESPONSIBILITIES OF INVESTIGATORS (801)		
801.004	Researcher Qualifications and Responsibilities	15-May-2023
801	OCREB Addendum 004	21-Mar-2025
900 QUALITY MANAGEMENT (901-902)		

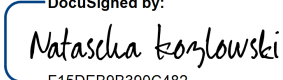
SOP#. Version	SOP TITLE	EFFECTIVE DATE
901.004	Quality Assurance Inspections	15-May-2023
902.004	External Inspections or Audits	15-May-2023
903.004	Non-Compliance	15-May-2023

SOP#.Version	OTHER DOCUMENTS (update as required)	Effective Date
N/A	Glossary of Terms	15-May-2023
	Glossary of Terms – OCREB Addendum 004	21-Mar-2025
N/A	References	15-May-2023

SOP#.Version	RETIRED DOCUMENTS	Date Retired
303	OCREB Addendum	21-Mar-2025
501	OCREB Addendum	21-Mar-2025
601	OCREB Addendum	21-Mar-2025

By signing and dating this record, we authorize the Ontario Cancer Research Ethics Board to adopt the N2/CAREB SOPs, and OCREB Addenda, as listed above.

Executive Director, Ontario Cancer Research Ethics Board

DocuSigned by:

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 Natascha Kozlowski

March 21, 2025 | 12:28 PM EDT

Date

Chair, Ontario Cancer Research Ethics Board

Signed by:

 A6A8D2BD5DE6467
 Jacqueline Limoges

March 21, 2025 | 10:16 AM PDT

Date