



## 4.0 **DEFINITIONS**

See Glossary of Terms.

## 5.0 PROCEDURE

REBs must establish procedures for conducting the continuing review of approved research involving human participants at intervals appropriate to the degree of risk, but not less than once a year. Periodic review of research activities is necessary to determine whether approval should be continued or withdrawn.

### 5.1 Continuing Review by the Full Board

- 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;
- 5.1.2 At a minimum, the REB requires that an application for continuing review be submitted once per year until all of the data has been collected, all contact with research participants has concluded and the closure of the research has been acknowledged by the REB;
- 5.1.3 The REB may determine that the research requires continuing review more frequently than once per year by considering the following:

The nature of any risks posed by the research, The degree of uncertainty regarding the risks involved, The vulnerability of the participant population, The projected rate of enrolment and estimated research closure date, Whether the research involves novel interventions, The REB believes that more frequent review is required;

- 5.1.4 Continuing review applications are due by the deadline for the applicable REB meeting (i.e., the expiry date must be on or after the REB meeting date and prior to the date of the subsequent REB meeting), regardless of the type of review they may undergo;
- 5.1.5 To assist the Researchers in submitting on time, a courtesy reminder(s) prior to the expiry date may be generated;
- 5.1.6 The responsible REB Office Personnel reviews the application for completeness, and requests any clarifications, missing documents or other information from the Researcher, as applicable;



5.2.6 Upon reviewing an application that was sent for delegated review, if the reviewer determines that the risks are now greater than minimal, the reviewer will refer the application for review by the Full Board.

#### 5.3 **REB Determinations**

5.3.1





# SOP 405.003