



SOP Title	REB Review During Non-Emergency Closure (Short notice cancellation)
Number.Version	503.002
Effective Date	January 27, 2022

Approvals

Name and Title of Signatories	Signature	Date mm/dd/yyyy
Erika Basile Director, Research Ethics and Compliance		26 Jan 2022
Dr. Philip Jones Chair, Health Sciences Research Ethics Board		27 Jan 2022

1.0 PURPOSE

This SOP describes the procedures for in-person Full Board research ethics review meetings during a non-emergency closure or a short notice cancellation.

2.0 GENERAL POLICY STATEMENT

A non-emergency closure or short notice cancellation can be a situation such as the sudden closure of the University and its services (for example, closure due to inclement weather).

In a situation where the University has a short notice closure on a day in which an in-person Full Board meeting is scheduled, Board members will be notified, by email from the Director, or designee, that the meeting is cancelled or will be conducted virtually. If email is inaccessible, other modes of communication may be attempted.

The protocols which were to be reviewed at the cancelled Full Board meeting may roll over to the next meeting, although there may be instances in which a remotely conducted meeting may occur. In this situation, the Chair or Vice-Chair will determine if any of the studies to be presented at the cancelled meeting requires a review before the next convened Full Board meeting. If a review is required, steps will be taken to ensure the meeting follows all applicable regulations. If an emergency review is required, procedures in REB Review During Publicly Declared Emergences SOP must be followed.

The Ethics Officers (EOs) will email or send WREM correspondence to the relevant Principal Investigators (PIs) of the studies to notify them of the delay in providing a review and provide any relevant updates.

3.0 RESPONSIBILITY

This SOP applies to the Health Sciences Research Ethics Board (HSREB) Chairs, Vice-Chairs, HSREB members, and to all Office of Human Research Ethics (OHRE) staff.

6. SOP HISTORY

SOP Number.Version	Key Changes	Effective Date mm/dd/yyyy
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503.001	original	04/16/2019
503.002	Administrative Updates	01/27/2022