



IWK Research Ethics Standard Operating Procedures

Document # RE 3.302	Title: Administrative Review and Distribution of Materials	Effective Date: November 19, 2024
Pages: 3	Responsibility of: Research & Innovation Advancement	Date Approved: November 19, 2024

POLICY STATEMENT

The IWK Health Centre will, through the RS office, provide REB Members the necessary administrative and resource support to enable effective and efficient discharge of their duties.

DEFINITIONS

See Glossary of Terms

RESPONSIBILITY

This SOP applies to the REB Chair, Manager, REB members, and Research Ethics Office (REO) staff.

PROCEDURES

Scheduling for Review

When a complete submission meets delegated review requirements, the review will be performed as described in REB SOP 4.403 (Delegated review procedures). All other applications requiring review by a convened REB will be placed on the agenda for the next scheduled meeting possible for review by the REB.

Incomplete Submissions

Applications will not be accepted for review until the investigator has provided all necessary materials as determined by the REO. REO staff will notify the investigator of any deficiencies and put the application 'on-hold' until these deficiencies have been made good.

Distribution Prior to REB Meetings

Copies of application materials will be provided by the submitting research team and provided to all REB members by REO, generally 10 days prior to the meeting. When external consultant

opinion is required, the consultant will be provided copies of materials that pertain to their requested input, as determined by the Chair or his/her designate.

Late submissions (add-ons) may be permitted at the discretion of the REB Chair and Manager. The originals of the submission material will be retained in the REB Office and be available for the REB meeting.

Confidentiality

All material received by the REB will be considered confidential and will be distributed only to meeting participants (regular members, alternate members, and consultants) for the purpose of review. All application materials will be stored in an REB study file with access limited to the REB Chair or designate and REB staff. All REB members (including alternate members and consultants) and visitors to REB meetings will be required to sign a Confidentiality Agreement.

Destruction of Copies

All confidential materials will be destroyed in a secure manner by REO staff as soon as the materials are no longer needed, which is generally understood to be as soon as possible following the REB meeting at which the materials were reviewed.

Note: US regulations will be applied as applicable.

Forms/Records:

Form #	Form/Record Name
SOP 302	Administrative Review and Distribution of Material

Revision History:

Revision	Date	Description of changes
0.0	April 1, 2017	Initial Release
1.0	September 8, 2022	Additions to comply with TCPS2-2018
1.1	February 1, 2023	Updated logo
1.2	November 19, 2024	Added note regarding compliance with US regulations where applicable & update to responsibility (RIA)