

Research Ethics Board Standard Operating Procedure Addendum

The Holland Bloorview Research Ethics Board (HB REB) has adopted the N2/CAREB REB SOPs. Some internal practice requirements differ from those in the N2/CAREB SOPs. This SOP addendum describes the specific HB REB requirements related to the N2/CAREB SOP noted below.

SOP #	Title
302.003	REB Meeting Administration

N2/CAREB REB SOP Section #	HB REB SOP Addendum
5.2 Primary and Secondary Reviewers [all sections]	5.2 Replace by: All REB members are expected to conduct an in-depth review of the projects listed on the agenda.
5.3.1 The primary and secondary reviewers (if applicable) will conduct in-depth reviews of their assigned submissions and may submit reviewer comments prior to the REB meeting. The primary reviewer should be prepared to lead the discussion at the Full Board meeting;	5.3.1 Replace by: All REB members attending the Full board meeting conduct in-depth reviews of items on the agenda. The Chair or designee leads the discussion at the Full Board meeting.
5.6 Meeting Minute Approval	5.6.2 Replace by:
5.6.2 The REB motion and votes on the previous REB meeting minutes are recorded in the current REB meeting minutes;	The HB REB may approve the previous REB meeting minutes by consensus. The REB motion and votes/consensus on the previous REB meeting minutes are recorded in the current REB meeting minutes;

Revision History	
Version Date	Summary of Changes
December 12, 2022	Editorial changes to better reflect HB REB practice
October 23, 2020	Original Version
This N2/CAREB REB SOP Addendum has been reviewed and approved for use by the HB REB	