

## 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
203.004	Duties of REB Members

N2/CAREB REB SOP Section #	HB REB SOP Addendum
<p>5.3 – Duties</p> <p>5.3.1 All REB members attending an REB meeting are expected to review the relevant materials submitted for each item under review or consideration by the REB, to submit comments in advance of the REB meeting, and to be prepared to discuss each agenda item and provide input at the Full Board meeting;</p> <p>5.4 Primary and Secondary Reviewers</p> <p>5.4.1 REB members will act as primary and/or secondary reviewers for assigned research projects at Full Board meetings. The primary and secondary reviewers present their findings resulting from review of the REB submission materials and provide an assessment of the soundness and safety of the research and recommends specific action to the REB. They lead the discussion of the research project during the REB meeting. The primary and secondary reviewers review additional material(s) as requested by the REB for the purpose of approval of the research.</p>	<p>5.3.1 Add: If needed, REB members may also submit their written comments at the end of the REB meeting. Such comments are representative of comments already contributed verbally during the meeting and are not submitted post-approval.</p> <p>5.4.1. Replace by: Primary and Secondary reviewers are not assigned for research projects under review at Full Board meetings. All REB Members are expected to review all projects assigned to the Full Board meetings and be prepared to discuss each item and provide input at the Full Board meeting. The REB Chair or delegate may submit comments contributed verbally during the meeting on behalf of the Board.</p> <p>Discussion of the research projects under review at Full Board meetings are led by the Chair or designee.</p>

Revision History	
Version Date	Summary of Changes
October 23, 2020	Original version
December 12, 2022	Editorial changes to better reflect HB REB practices
June 26, 2023	Updated version number to be in line with revised N2 CAREB SOP

September 8, 2025	Updated to clarify procedures for comments submitted after the meeting
This N2/CAREB REB SOP Addendum has been reviewed and approved for use by the HB REB	