

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
302.004	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 indepth 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.
5.4.4 Should a REB member not be physically present during a Full Board meeting, he/she may participate via videoconference or teleconference. REB members participating by videoconference or teleconference count towards quorum;	5.4.4 Replace by: All Full Board meetings are generally conducted in a virtual format (i.e., via videoconference or teleconference) but may be held in person.
5.4.7 Under unusual circumstances (e.g., public health alerts and quarantines) the REB Chair or designee may, at his/her discretion, conduct an REB meeting with all REB members attending via simultaneous videoconference or teleconference, provided everyone has access to the review materials and quorum is met;	5.4.7 Replace by: The REB Chair or designee typically conducts REB meetings with all members attending via simultaneous videoconference or teleconference. All attending members will be provided sufficient time to access to the review materials through the eREB Review system prior to each meeting Replace by: 5.5.3 The REB's concerns, clarifications and recommendations to the Researcher as discussed at the REB meeting are included in the REB review letter that is sent to the Researcher:
5.5.3 The REB's concerns, clarifications and recommendations to the Researcher as discussed at the REB meeting are included in the REB review letter that is sent to the Researcher:	5.5.3 The REB's concerns, clarifications and recommendations to the Researcher as discussed at the REB meeting are included in the REB review letter that is sent to the Researcher. Comments based on the discussion during the REB meeting may be added by the REB Chair or

	delegate on behalf of the Board after the meeting.
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Revision History	
Version Date	Summary of Changes
October 23, 2020	Original Version
December 12, 2022	Editorial changes to better reflect HB REB practice
June 26, 2023	Addendum regarding meeting minute approval removed due to revised N2 CAREB SOP Version 4 changes
September 8, 2025	Added clarification that Full Board meetings are generally to be conducted in a virtual format. Added clarification regarding late submission of comments
This N2/CAREB REB SOP Addendum has been reviewed and approved for use by the HB REB	