

Research Ethics Office, Research Ethics Boards Standard Operating Procedures
University of Saskatchewan

Section 300:	FUNCTIONS AND OPERATIONS		
Standard Operating Procedure (SOP):	303 ADMINISTRATIVE REVIEW AND DISTRIBUTION OF MATERIALS		
This SOP pertains to:	All Research submitted to the Research Ethics Boards		
Responsibility for executing this SOP:	Director, Research Ethics, Research Ethics Office (REO) Staff, and the Chairs of the U of S Research Ethics Boards		
Approval Authority	The Vice-President Research		
Effective Date:	July 1, 2012	Superseded documents dated:	

<p>1. PURPOSE The policies in this section describe the requirements for document pre-review and distribution prior to REB review.</p>	
<p>2. POLICY The efficiency and effectiveness of the REB is supported by administrative procedures that assure that REB members not only have adequate time for thorough assessment of each proposed study, but that the documentation they receive is complete and clear enough to allow for an adequate assessment of study design, procedures, and documentation.</p>	
<p>3. SPECIFIC POLICIES</p> <p>3.1 Incomplete Submissions Incomplete applications will not be assigned for review until the investigator has provided all necessary materials as determined by REO staff. REO staff will notify the submitting investigator to obtain any outstanding documentation or additional information before the application is scheduled for review. The REO assigns a study number to all studies as soon as the application is received in the office.</p>	Submission Requirements See SOP 301 Article 3.1.1
<p>3.2 Scheduling for Review If a complete submission meets delegated review requirements, the review will be performed as described in SOP 404 and the REB application guidance notes. All other applications requiring review by a convened REB will be placed on the agenda for the earliest possible meeting for review by the appropriate REB.</p>	
<p>3.3 Distribution Prior to REB Meetings Application materials described in SOP301 will be made available to all REB members, generally at least seven (7) days prior to the meeting. All REB members will be able to access all relevant documentation on the PAWS system. REB members will not access those studies where they are in a position of conflict of interest as a</p>	

<p>principal investigator or a co-Investigator. Ad hoc consultants will receive material via email or courier. Late submissions may be permitted at the discretion of the REB Chair or Ethics Facilitator.</p> <p>3.4 Confidentiality All material received by the REB is considered confidential and is accessed by REB members only for the purpose of review. PAWS is a secure online system which can only be accessed by individuals with the appropriate University campus-wide log-in. All Ad hoc reviewers and visitors to REB meetings will be required to sign a Confidentiality Agreement. All REB members must execute the Member Declaration concerning Confidentiality and Conflict of Interest.</p>	<p>University of Saskatchewan Research Ethics Board Confidentiality Agreement</p>
<p>3.5 Destruction of Copies Any miscellaneous hard copies of confidential materials will be destroyed in a secure manner by individual REB members or REB staff as soon as the materials are no longer needed, which is generally understood to be immediately subsequent to the REB meeting at which the materials were reviewed. Members without access to secure disposal must return their REB materials to the REB office for confidential waste disposal.</p>	