

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

Section 600:	COMMUNICATIONS		
Standard Operating Procedure (SOP):	601 REB and REO Communication to Researchers		
This SOP pertains to:	All Research submitted to the REBs		
Responsibility for executing this SOP:	Director, Research Ethics, Research Ethics Staff, the Chairs of the U of S Research Ethics Boards		
Approval Authority	The Vice-President Research		
Effective Date:	July 1, 2012	Superseded documents dated:	

1. PURPOSE: This SOP describes the REB actions that must be communicated to the investigator and the importance of open communications among REBs, investigators, staff, and university committees and officials.	REFERENCES
2. POLICY: In order to facilitate clear and accurate communication with investigators and research staff, the REB will follow standardized notification and documentation procedures.	
<p>3. SPECIFIC PROCEDURES:</p> <p>3.1. Investigator Notifications</p> <p>3.1.1. Initial submission: Investigators will be notified via an email of the REB’s decision as soon as possible after the meeting.</p> <p>3.1.2. Notification of Final REB Decision: Investigators will be notified via an email of the REB’s decision followed by the mailed original copy of the Certificate of Approval. If the REB approves the study, included in the Certificate of Approval letter is the study title and REB number, name of the Principal Investigator and any co-investigator(s), funding agency, study sites, and a list of the approved documents. The document titles, version numbers, and dates listed in the Certificate of Approval correspond to the submitted research documents.</p> <p>If the REB rejects the Study: The Principal Investigator and Primary Contact person will be notified regarding the reasons for rejecting the study. These reasons are listed as part of the Correspondence. For a clinical trial, the Investigator will be reminded that Health Canada must be notified by the Sponsor of the REB’s disapproval.</p> <p>3.1.3. Amendments: Investigators will be notified via mail as soon as possible as to the action taken by the REB for any continuing reviews or revisions.</p> <p>3.1.4. Study Renewals: Investigators will be notified via an email followed</p>	

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<p>by the mailed original copy of the Certificate of Re-approval regarding the action taken by the REB for any amendments.</p>	
<p>3.2. Investigator Appeal of REB Action</p> <p>An investigator may appeal a rejection by the REB. Requests for appeal should be directed to the Office of the Vice President, Research. Appeals are conducted in accordance with the U OF S Policy on Human Ethics Review and meet the requirements set out within TCPS2 Article 6.19</p>	<p>U OF S Policy on research with Human Subjects</p> <p>TCPS2 Article 6.19</p>
<p>3.3. Non-compliance</p> <p>Investigator non-compliance may be the result of communication difficulties. Therefore the REB will attempt to resolve apparent instances of non-compliance without interrupting the conduct of the study, especially if the rights and welfare of participants may be jeopardized.</p> <p>Refer to SOPs 408 and 902 regarding issues of compliance.</p>	<p>SOPs 408, 901</p>