

## University of Saskatchewan Research Ethics Board N2/CAREB REB SOP Addendum

USask REB has adopted the N2/CAREB REB SOPs. However, in order to reflect specific USask REB requirements, this addendum must be used in tandem with the SOP noted below\*.

### N2/CAREB SOP 405 – *Continuing Review*

SOP Section	USask REB Addendum
<p><b>5.0</b> Procedure</p>	<p style="text-align: center;"><b>University of Saskatchewan REB’s continuing review procedures</b></p> <p>Completed renewal applications should be submitted to the REB a minimum of 10 but not more than 30 business days prior to the study expiry date (unless special permission has been granted). Renewals that require full board review should be submitted prior to or on the submission deadline date (no later than 11 but not more than 30 business days) for the scheduled REB full board meeting, prior to the study expiry date in order to be added to the meeting agenda. We encourage study teams to submit early in order to ensure their study is re-approved on time.</p> <p>The REB maintains a fixed expiry (anniversary) date for each application. In order to maintain this date, the research must be reviewed by the REB within 30 days prior to the expiry date.</p> <p>Renewal dates will be determined as follows:</p> <ul style="list-style-type: none"> <li>• If the review of the research is completed within 30 days prior to the expiry date, the re-approval date will be the date of the original expiry date and the new expiry date will be one year later. This ensures full reporting while maintaining a yearly renewal standard.             <ul style="list-style-type: none"> <li>○ Ex. Original expiry date is November 2, 2019, the review is completed on October 16 2019. The re-approval date will be November 2, 2019 and the new expiry date will be November 2, 2020.</li> </ul> </li> <li>• If the review of the research takes place more than 30 days prior to the expiry date, the re-approval date will be the date the research is reviewed, and the new expiry date will be one year later.             <ul style="list-style-type: none"> <li>○ Ex. Original expiry date is November 2, 2019, the review is completed on September 30, 2019. The re-approval</li> </ul> </li> </ul>

	<p>date will be September 30, 2019 and the new expiry date will be September 30, 2020.</p> <ul style="list-style-type: none"> <li>• If the review of the research takes place after the expiry date, there will be a lapse in approval and the study will be considered out of compliance. No research activities may take place between the expiry date and the date of re-approval. The re-approval date will be the date the review is completed, and the new expiry date will be one year later.           <ul style="list-style-type: none"> <li>○ Ex. Original expiry date is November 2, 2019, the renewal is submitted less than 10 days from the expiry date and the review is completed on November 5, 2019. The study is out of compliance from November 2, 2019 to November 5, 2019. The re-approval date will be November 5, 2019 and the new expiry date will be November 5, 2020.</li> </ul> </li> </ul> <p>Annual renewals must be submitted until all of the data has been collected, all contact with research participants has concluded and the closure of the research has been acknowledged by the REB.</p>
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Revision History	
Date/Version	Summary of Changes
November 15, 2021	Original version.