



SOP 301.004

	301.004
	15-May-2023



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- Treatment allocation (if applicable),
- Primary and secondary outcome measures,
- Assessment of safety,
- Sample size justification,
- Data analysis,
- Data monitoring.

5.2 Administrative Review Procedures

- 5.2.1 A unique number is assigned to each submission at the time of the receipt of the application. Research Ethics staff screens the submission for overall completeness;
- 5.2.2 If the submission is incomplete (e.g. documents are missing or incorrect documents were uploaded), the Research Ethics staff will follow up with the Researcher and/or research coordinator to request the required information for inclusion with the submission;
- 5.2.3 Upon receipt of a complete submission, the responsible Research Ethics staff identifies any outstanding items that will be required to issue approval, as applicable;
- 5.2.4 For submissions requiring Full Board review, the Research Ethics staff posts the submission to the agenda of the next Full Board meeting. Primary and secondary reviewers are assigned once the agenda is complete, if applicable;
- 5.2.5 For submissions reviewed via delegated review procedures, the REB Chair or designee assigns a reviewer(s) and sends the research.

6.0 REFERENCES

See References.



7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP301.001	15-Sept-2014	Original version
SOP301.002	08-Mar-2016	No revisions needed
SOP301.003	08-Oct-2019	No revisions needed
SOP301.004	15-May-2023	No revisions needed



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