



	601.004
	15-May-2023



communication related to a specific research project, but also to communication related to ethical issues and REB processes, policies and procedures.

All Researchers participating in REB approved research shall be informed, in writing, of all determinations made by the REB regarding specific research.

Feedback from Researchers should be encouraged and should be considered as an opportunity to review and to improve the function of the REB and of Research Ethics procedures.

In order to facilitate clear and accurate communication with Researchers and research staff, the REB will follow standardized notification and documentation procedures.

## Notification of REB Decisions

- 5.1.1 The REB will notify the Researcher and/or their research staff of the REB's decision in a timely manner, following the review (i.e., from the REB meeting or delegated review date) of new research, modifications, or amendments to currently approved research, applications for continuing review or reportable events;
- 5.1.2 The determinations of the REB will be summarized noting any concerns or requests for clarification



- 5.1.7 Upon receipt of the Researcher response to the REB review letter, the REB will follow-up with the Researcher and/or their staff to request any additional clarifications as needed, or as requested by the REB Chair or designee, or the reviewers;
- 5.1.8 Once all of the REB conditions are satisfied, the REB will issue an approval letter.

## Researcher Appeal of REB Decision

- 5.2.1 A Researcher may request a reconsideration or appeal the decision of the REB and/or any of the revisions to the research requested by the REB;
- 5.2.2 Appeals are conducted in accordance with established organizational policy at the applicable organization;
- 5.2.3 Only the REB may lift a restriction or re-review previously disapproved research. Delegated review procedures may not be used.

## REFERENCES

See References.

## REVISION HISTORY

SOP601.001	15-Sept-2014	Original version
SOP601.002	08-Mar-2016	No revisions needed
SOP601.003	08-Oct-2019	5.1.1: 'within a time frame specified by the REB' changed to 'in a timely manner.'
SOP601.004	15-May-2023	No