

**Institutional Authorization to Adopt
Network of Network (N2) and Canadian Association of Research Ethics Boards (CAREB)
Research Ethics Board (REB) Standard Operating Procedures (SOPs) (N2/CAREB REB SOPs)**

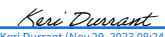
The following SOPs are authorized to adopt for use at Sunnybrook/SRI **effective December 12, 2023.**

SOP#/Version	Title
100 GENERAL ADMINISTRATION (101-108)	
101.004	Authority and Purpose
102.004	Research Requiring REB Review
103.004	Training and Education
104.004	Management of REB Office Personnel
105A.004	Conflicts of Interest – REB Members and REB Office Personnel
105B.004	Conflicts of Interest – Researcher
105C.004	Conflicts of Interest – Organization
106.004	Signatory Authority
107.004	Use and Disclosure of Personal Information
108.004	Standard Operating Procedures and Maintenance
200 REB ORGANIZATION (201-204)	
201.004	Composition of the REB
202.004	Management of REB Membership
203.004	Duties of REB Members
204.004 – N/A	REB Office Personnel Serving as REB Members (N/A at Sunnybrook)
300 FUNCTIONS AND OPERATIONS (301-303)	
301.004	REB Submission Requirements and Administrative Review
302.004	REB Meeting Administration
303.004	Document Management
400 REVIEWS OF RESEARCH (401-407)	
401.004	Delegated Review
402.004	REB Review Decisions
403.004	Initial Review – Criteria for REB Approval
404.004	Ongoing REB Review Activities
405.004	Continuing Review
406.004	Research Completion
407.004	Suspension or Termination of REB Approval

500 REVIEWS REQUIRING SPECIAL CONSIDERATION (501)	
501.004	REB Review During Publically Declared Emergencies
600 REB COMMUNICATION AND NOTIFICATION (601-602)	
601.004	Communication – Researcher
602.004	Communication – Research Participants
700 INFORMED CONSENT (701)	
701.004	Informed Consent Form Requirements and Documentation
800 RESPONSIBILITIES OF INVESTIGATORS (801)	
801.004	Researcher Qualifications and Responsibilities
900 QUALITY MANAGEMENT (901-902)	
901.004	Quality Assurance Inspections
902.004	External Inspections or Audits
903.004	Non-Compliance

SOP#/Version	Title
OTHER DOCUMENTS (update as required)	
N/A	Glossary of Terms
N/A	References

By signing and dating this record, the N2/CAREB REB SOPs are authorized for use at Sunnybrook/SRI. Corresponding Addendums to these SOPs are separately approved and signed, and available along with the SOPs on the HRPP webpages. The signed document is retained by the Human Research Protections Program.

Signature: <u> <small>Keri Durrant (Nov 29, 2023 08:24 EST)</small></u>	Date: <u>Nov 29, 2023</u>
Print Name: Keri Durrant	
Title: Director, Human Research Protections Program	

Signature: <u> <small>Brian J Murray (Nov 28, 2023 20:43 EST)</small></u>	Date: <u>Nov 28, 2023</u>
Print Name: Dr. Brian J. Murray	
Title: Chair, Sunnybrook Research Ethics Board	