Title	3.01 Submission Requirements and Administrative Pre-Review
Version	2.0
Effective Date	September 15, 2025

Purpose

This standard operating procedure (SOP) describes the Research Ethics Board (REB) submission requirements and the administrative review procedures. This SOP applies to all submissions including, but not limited to: applications for initial review, amendments or changes to approved research, renewal applications for ongoing research, and study closure reports.

Scope

This SOP pertains to REBs that review human participant research in compliance with applicable policies and guidelines.

Responsibilities

Office of Human Research Ethics (OHRE) Personnel are responsible for ensuring that the requirements of this SOP are met.

Procedure

REB members must rely on the documentation provided by the Researcher for initial and continuing review. Therefore, the materials submitted must provide sufficient information to conduct the review and to make the required determinations.

The REB is supported by administrative procedures that ensure that REB members not only have adequate time for the assessment of the proposed research, but that the materials they receive allow them to adequately assess whether the research submission meets the criteria for REB approval.

The requirements for REB submissions are made available to all Researchers. OHRE Personnel and the Human Research Ethics Education Specialist are responsible for maintaining and disseminating this information to Researchers.

Submission Requirements

- The required information and documentation are outlined on the Human Research Ethics webpage and within the online human research ethics administration system.
- The REB may request any additional documentation it deems necessary to the ethics review, or for research ethics oversight.
- Where a researcher fails to respond to the pre-review feedback or the initial REB feedback within a six-month period, the submission will be withdrawn. Should the researcher wish to have their study considered by the REB after the six-month period, they will be required to start the submission process again.

Information Requirements

- The research question and methodology must be written in sufficient detail to permit evaluation of the merit of the project. The submission should include all of the required elements applicable to the research such as, but not limited to:
    - Research purpose/rationale/objectives
    - Research design, methodology and a description of methods
    - Research personnel
    - Eligibility criteria and description of populations being studied
    - How participants will be engaged in the research and the time involved
    - Recruitment, compensation, consent, and withdrawal processes
    - Data collection, analysis, storage
    - Risks and benefits to participants
    - Details of Indigenous research as applicable.

Administrative Pre-Review

- A unique number is assigned to each submission at the time of the receipt of the application.
- OHRE Personnel pre-review the submission for overall completeness and readiness for REB review.
- If the submission is incomplete or is otherwise not ready for REB review, OHRE Personnel will follow up with the Researcher to submit the required material and/or make the necessary changes.
- For complete submissions requiring Full Board review, OHRE Personnel include the submission on the agenda of the next Full Board meeting. Primary and secondary reviewers are assigned.
- For complete submissions reviewed via delegated review procedures, the OHRE Personnel assign reviewers and send the protocol for review.

Revision History

Version	Effective Date	Summary of Changes
V.2	September 15, 2025	Added the following clarification under Submission Requirements bullet: Where a researcher fails to respond to the pre-review feedback or the initial REB feedback within a six-month period