

Title	Research Completion
SOP Code	408.01
Effective Date	September 2023

Site Approvals

Name and Title (typed or printed)	Signature	Date
Dr. Craig Kuziemyk Associate Vice-President, Research	<i>Original signed</i>	October 2020
Dr. Craig Kuziemyk, AVPR	<i>Original signed</i>	September 2023

1.0 PURPOSE

This standard operating procedure (SOP) describes the procedures for the closure of research with the Research Ethics Board (REB).

2.0 SCOPE

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

3.0 RESPONSIBILITIES

All REB members and REB Office Personnel are responsible for ensuring that the requirements of this SOP are met.

The REB Chair or designee is responsible for determining if any of the submitted materials should be reviewed by the Full Board.

4.0 DEFINITIONS

See Glossary of Terms.

5.0 PROCEDURE

The Completion of research is a change in activity that must be reported to the REB using the ROME platform.

Although research participants will no longer be at risk under the research, a final report allows the REB to close its files in addition to providing the REB with information that may be used in the evaluation and approval of related studies.

5.1 Determining when Research can be Closed

- 5.1.1 The Researcher may submit a research closure report to the REB when there is no further participant involvement, all new data collection is complete, and the primary research objectives have been met;
- 5.1.2 REB Office Personnel will review the research closure application and request any outstanding information, clarification or documentation from the Researcher, if needed;
- 5.1.3 The REB Chair or designee will review the submission and an acknowledgement letter will be issued to the Researcher. The research state will change to “*Complete*”;
- 5.1.4 Once a research project is “*Complete*” with the REB, no further ethics review submissions for that research are required; however, the Researcher may submit relevant documents for acknowledgement and, if applicable, further investigation and/or action may be undertaken by the REB;
- 5.1.5 If the Researcher has closed their study, but it is subsequently determined that additional contact with participants is needed, a new ethics application may be required.

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
408.00	October 8 2020	Original version
408.01	September 2023	Reviewed, no revisions