

Title	Research Completion
SOP Code	406.001
Effective Date	2023-MAR-03

Site Approvals

Name and Title	Signature	Date (yyyy.mm.dd)
Dr. Lynne Lafave CHAIR, HREB	<i>L Lafave</i>	2023.03.03
Dr. Priscilla Wamucii RESEARCH COMPLIANCE OFFICER	<i>Priscilla Wamucii</i>	2023.03.03

1.0 PURPOSE

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

2.0 SCOPE

This SOP pertains to the Human Research Ethics Board (HREB), Mount Royal University.

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.

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 is complete

- 5.1.1 The Researcher may submit a research completion report to the REB when there is no further recruitment, all new data collection is complete, no further contact with participants is expected, and the research objectives have been met. Other criteria may be determined as per Organizational policy;
- 5.1.2 The responsible REB Office Personnel will review the research completion 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 acknowledge to the Researcher that the protocol file is “*complete*”;
- 5.1.4 Once a protocol file 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, (e.g. adverse event reports, changes to data management plan);

6.0 REFERENCES

See References.

7.0 REVISION HISTORY

SOP Code	Effective Date	Summary of Changes
SOP 406.001	2023.03.03	Original version