

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 the Saskatchewan Health Authority effective 17 September 17, 2024.

| SOP # Version | Title |
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| 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 Maintenance by Network of Networks and CAREB |
| 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 | REB Office Personnel Serving as REB Members |

| 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 Publicly 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 |

| SHA ADDENDA | |
|--------------------|----------------------------------|
| 106.004 | REB Signatory Authority Addendum |
| 303.004 | Document Management Addendum |
| 402.004 | REB Review Decisions Addendum |

| OTHER DOCUMENTS | |
|------------------------|-------------------|
| N/A | Glossary of Terms |
| N/A | References |

By signing and dating this record, the N2/CAREB REB SOPs are authorized for use at the Saskatchewan Health Authority.

Andrew Will
CEO Saskatchewan Health Authority

Date: 17 September 2024

Tracy D. Wilson
Chair, Saskatchewan Health Authority

Date: 17 September 2024