



TITLE	405a: REB Process for Expired Studies
SCOPE	The activities of the Research Ethics Boards operating under the direct authority of the University of British Columbia
RESPONSIBILITIES	The Vice-President Research & Innovation, delegated to the Director, Office of Research Ethics, all Research Ethics Board (REB) Chairs and members and all REB Office Personnel
APPROVAL AUTHORITY	The Vice-President, Research & Innovation
EFFECTIVE DATE	May 2018
Supersedes documents dated	February 2009; July 2003

1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to outline the administrative REB process for research studies which have expired.

2.0 DEFINITIONS

See the Glossary of Terms.

3.0 PROCEDURE

3.1 REB Administrative Processes

3.1.1 RISE Notifications: The Principal Investigator and the Primary Contact for the study will be notified by an automatically generated notice from the RISE system of the requirement to submit an application for renewal for a study 45 days prior to the ethics approval expiry date.

The Principal Investigator and the Primary Contact for the study will be notified by a second automatically generated notice from the RISE system of the requirement to submit an application for renewal for a study two weeks prior to the ethics approval expiry date.

The Principal Investigator and the Primary Contact for the study will be notified by a third automatically generated notice marked "URGENT, Expired Ethics Approval" on the date of the expiry of the approval certificate for the study. The notice of expiry will be copied to the Department Head who approved the study in the RISE system.

The status of the study within the RISE system will change from approved to expired. The study will move from the Principal Investigator's "Human Ethics" tab to the "My Inbox" tab on his or her homepage in the RISE system.

3.1.2 REB administration will run a report of all studies approved by their REB that are in an expired state on a periodic basis;

3.1.3 Studies that have been in an expired state for seven days or longer may be suspended at the discretion of the REB Chair and/or his/her designate;

3.1.3.1 When a study is in a suspended state, no RISE activities related to the study can be performed by anyone except RISE or REB personnel. If the study is reactivated by the REB, it will revert back to an expired state so that the Principal Investigator can submit an annual renewal application or a completion of study notice;

3.1.4 The REB Manager or his/her designate will review the expired studies report on a periodic and regular basis. The REB Manager or his/her designate shall personally contact the Principal Investigators for all expired studies on the report to ensure that a renewal or a notice of completion is submitted.