

**Baycrest Research Ethics Board (REB)
Standard Operating Procedures**

	REB REVIEW OF RESEARCH		
POLICY: REB-410	RESUBMISSION OF REB STUDIES OLDER THAN 5 YEARS		
This policy pertains to:	The activities of the Research Ethics Board (REB) operating under the authority of Baycrest		
Responsibility for executing this policy:	Chair, Baycrest REB (or designate)		
Approval authority:	Chair, Baycrest REB President & Chief Scientist, Baycrest Academy of Research and Education		
Effective Dated:	October 15, 2025	Supersedes documents dated:	
Approved:	Chair, Baycrest REB President & Chief Scientist, Baycrest Academy of Research and Education		

1. PURPOSE

The guidelines governing research with humans in Canada are continually updated and it becomes difficult to efficiently monitor studies which get amended throughout their lifespan. The purpose of this SOP is to describe the modified procedures for reviewing and filing resubmitted REB studies.

REFERENCES

2. POLICY

Active research studies older than 5 years which are still enrolling participants and/or still testing will be required to be resubmitted to the REB as new study applications. This must be done before the next expiry date (6th year)

3. SPECIFIC POLICIES

3.1. Notifying researchers about re-submission

Following an approved annual renewal on the 5th year after the initial start date, researchers will be notified by email that they have to re-submit their protocol before the next expiry date if they are still enrolling/testing. The REB will not renew the study the following year.

3.2. Submission documents required

All documents required for an initial submission must be submitted. If there have been no changes, the exact same application package can be the one submitted. All relevant signatures must be re-obtained.

The REB manager will ask the research staff for any reports or publications that have arisen from previous aspects of the study.

3.3. Type of review

The REB Chair will determine whether the submission will go through a full-board review or whether it will be expedited. This will be determined based on the initial type of review and the level of risk of the current protocol.

The REB manager must indicate the type of review to the admin staff who is creating the file

3.4. Administrative processes

The old REB file will be discontinued or can be kept open for data management and analysis only. A note will be added to the file AND the database stating that the project was resubmitted as [new REB#] on [date]. Any reports or publications from previous aspects of the study will be added to the original file.

A new REB file will be opened and be given a new REB number. The format of the new REB# will either be:

- 1) A new number corresponding to the standard format **OR**
- 2) the old REB number with the year of the re-submission date added. For example, if REB study 01-10 was re-approved in 2024, “-R24” will be added, and the new REB# would be 01-10-R24. Data management and analyses related to the previous REB file can be covered under the new REB# if stated in the protocol.

The new expiry date will be set to a year after the re-submission was approved.