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# CHIPER N2/CAREB REB SOP ADDENDUM

CHIPER has adopted the N2/CAREB REB SOPs. However, in order to reflect specific CHIPER requirements, this addendum must be used in tandem with the SOP noted below*.

Addenda have been prepared only where the N2/CAREB SOP is insufficient with respect to CHIPER's SOPs.

There are no addenda when the only change would be to replace REB with CHIPER.

## N2/CAREB SOP 303 – DOCUMENT MANAGEMENT

| SOP Section | CHIPER Addendum |
|---|---|
| 5.2.2<br>• REB member records:<br>  ○ Current and obsolete REB membership rosters, including alternate REB members,<br>  ○ CVs and training/qualification documentation of current and past REB members; | 5.2.2<br>• Current and obsolete REB membership rosters, including alternate REB members with the following details:<br>  ○ name;<br>  ○ term of appointment (start and end dates)<br>  ○ earned degrees<br>  ○ representative capacities<br>  ○ institutional affiliation<br>  ○ self-identification (if available)<br>  ○ community member's affiliation(s)<br>  ○ relevant expertise and experience sufficient to describe each member's anticipated contributions to REB review functions<br>• CVs and training/qualification documentation of current and past REB members |
| 5.4.1<br>All submissions received by the REB are considered confidential and are accessible only to REB members (including the REB Chair and Vice-Chair), and the REB Office Personnel; | 5.4.1<br>All submissions received by the REB are considered confidential and are accessible only to **RITHIM reviewers** (including the REB **members,** Chair and Vice-Chair), and the REB Office Personnel; |
| 5.4.4<br>The REB will retain required records (e.g., research-related or REB administrative documents, as applicable) for a minimum of 3 years after completion/termination of the trial, or for the maximum amount of time stipulated in any applicable governing regulation(s); | 5.4.4<br>The REB will retain required records (e.g., research-related or REB administrative documents, as applicable) for a minimum of 3 years after completion/termination of the **project**, or for the maximum amount of time stipulated in any applicable governing regulation(s) **e.g., 15 years for Health Canada regulated research**; |

| Revision History | |
|---|---|
| **Date/Version** | **Summary of Changes** |
| May 1, 2025/001 | Original version. |