



Section 400	Review of Research
Title	Research Completion/Termination/Abandoned
SOP Code	407.001
Effective Date	September 12, 2018

Site Approvals

Signature of Responsible Individual:	
Research Services Officer	

1.0 PURPOSE

This standard operating procedure (SOP) describes the procedures for the closure of a research application with the SLC-REB.

2.0 SCOPE

This SOP pertains to the SLC-REB and establishes its authority and jurisdiction to review human participant research conducted under the auspices of St. Lawrence College and ensure compliance with applicable regulations and guidelines. The scope of SLC-REB's oversight is limited to those activities defined in the TCPS2 (2014) as "research" involving "human participants".

3.0 RESPONSIBILITIES

Research Services Office personnel are responsible for ensuring that the requirements of this SOP are met.

The SLC-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 a SLC-REB approved research project is a change in activity that must be reported to the SLC-REB. Although research participants will no longer be at risk under the research, a final report allows the SLC-REB to close its files in addition to providing the SLC-REB with information that may be useful for quality assurance purposes.

5.1 Determining when Research Can be Closed

- 5.1.1 The researcher shall submit a SLC-REB Completion/Termination Form to the SLC-REB when there is no further participant involvement at the site, all new data collection is complete, and the sponsor closeout activities, if applicable, have been completed;
- 5.1.2 The Research Services Officer will review the submitted SLC-REB Completion/Termination Form and request any outstanding information, clarification or documentation from the researcher, if needed;
- 5.1.3 The SLC-REB Chair or designee will review the submission and issue an email of acknowledgement to the researcher. The research state will change to "*Closed*";
- 5.1.4 Once a research project is "*Closed*" with the SLC-REB, no further submissions for that research will be permitted;
- 5.1.5 The Research Services Officer shall report research projects that are "*Closed*" at full board meetings;



- 5.1.6 If the sponsor requests additional data following the closure of the research, a request for approval shall be made to the SLC-REB and the conditions of this request will be determined at the time of the review.

5.2 Terminated/Abandoned by the Researcher or Sponsor

- 5.2.1 The researcher shall submit a SLC-REB Completion/Termination Form when their research project is terminated or abandoned by either themselves or sponsor due to but not limited to:

- Insufficient funds, funds were not awarded,
- Insufficient enrollment,
- Incomplete data collection,
- Insufficient time;

- 5.2.2 The Research Services Officer will review the SLC-REB Completion/Termination Form and request any outstanding information, clarification or documentation from the researcher, if needed;

- 5.2.3 The SLC-REB Chair or designee will review the submission and issue an email of acknowledgement to the researcher. The research file will be change to "*Closed*";

- 5.2.4 Once a research project is "*Closed*" with the SLC-REB, no further submissions for that research will be permitted;

- 5.2.5 The Research Services Officer shall report research projects that are "*Closed*" at full board meetings.

6.0 REFERENCES

Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans; Tri-Agency Framework: Responsible Conduct of Research; SLC-Policy: Ethical Conduct of Research Involving Humans; SLC-Policy: Research Integrity.

7.0 REVISION HISTORY

SOP Title	Version	Updates
Research Completion/Termination/Abandoned	v.407.001 September 12, 2018	Original: This SOP was developed based on previous SLC policies and the TCPS using the CAREB/N2 standardized REB SOP format.