

<b>TITLE</b>	<b>406: Research Completion</b>
<b>SCOPE</b>	All research submitted to the Human Research Ethics Board operating under the direct authority of Trinity Western University
<b>RESPONSIBILITIES</b>	The Vice-Provost, Research & Graduate Studies, all Human Research Ethics Board (HREB) members, including the Chair(s) and Coordinator
<b>APPROVAL AUTHORITY</b>	The Vice-Provost, Research & Graduate Studies
<b>EFFECTIVE DATE</b>	November 14, 2019
<b>Supersedes documents dated</b>	N/A

### **1.0 PURPOSE**

This standard operating procedure (SOP) describes the procedures for the closure of research with the Human Research Ethics Board (HREB).

### **2.0 RESPONSIBILITIES**

The HREB Chair or designee is responsible for determining if any of the submitted materials should be reviewed by the Full Board.

### **3.0 DEFINITIONS**

See Glossary of Terms.

### **4.0 PROCEDURE**

The Completion of research is a change in activity that must be reported to the HREB. Although research participants will no longer be at risk under the research, a final report allows the HREB to close its files in addition to providing the HREB with information that may be used in the evaluation and approval of related studies.

#### **4.1 Determining when Research can be Closed**

- 4.1.1 The Researcher may submit a research closure report to the HREB 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;
- 4.1.2 The responsible HREB Office Personnel will review the research closure application and request any outstanding information, clarification or documentation from the Researcher, if needed;

- 4.1.3 The HREB Chair or designee will review the submission and issue a letter of Acknowledgement to the Researcher. The research state will change to “Closed”;
- 4.1.4 Once a research project is “Closed” with the HREB, no further submissions for that research will be permitted; however, if required, the Researcher still may submit relevant documents for acknowledgement and, if applicable, further investigation and/or action may be undertaken by the HREB;
- 4.1.5 If additional data is required following the closure of the research, a request for approval shall be made to the HREB and the conditions of this request will be determined at the time of the review.

**5.0 REFERENCES**

See References.

**6.0 REVISION HISTORY**

<b>SOP Code</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
SOP 406	November 14, 2019	Original version