Title	4.06 Research Completion
Version	1.0
Effective Date	June 1, 2025

Purpose

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

Scope

This SOP pertains to REBs that review human participant research in compliance with applicable policies and guidelines.

Responsibilities

All REB members and Office of Human Research Ethics (OHRE) Personnel are responsible for ensuring that the requirements of this SOP are met.

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

Procedure

The completion of research is a change in activity that must be reported to the REB. A final report allows the REB to close its files in addition to providing the REB with information that may be used in the evaluation and approval of related studies.

The Researcher must submit a research completion report (Closure) to the REB in the prescribed form and before the study expiry date when:

- there is no further participant recruitment,
- all new data collection is complete,
- no further contact with participants is expected, and
- the research objectives have been met.

The research completion report must also be submitted when the researcher ends the study prior to its completion.

OHRE Personnel will review the research completion (Closure) application and request any outstanding information, clarification, or documentation from the Researcher, if/as required.

The REB Chair or designee will review the submission and issue a notification of Acknowledgement of Closure to the Researcher.

Once a research project is "*Closed*" with the REB, the only required submissions for that project are those requiring REB acknowledgement. These include event reporting, audit report observation compliance, and changes to data management plans. If applicable,

further investigation and/or action with respect to these submissions may be undertaken by the REB.

Revision History

Version	Effective Date	Summary of Changes