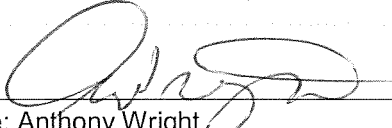
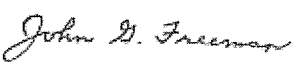



Section 400:	Review of Research
Title:	Research Completion
SOP Code:	408.001
Effective Date:	2016MARCH07

Site Approvals

Signature of Responsible Individual:		
Ethics Compliance Advisor		Date: 2016MAR07
	Name: Anthony Wright	
Approval Authority:		
Chair, GREB		Date: 2016MAR07
	Name: Dr. John Freeman	
Approval Authority:		
Director, Research Ethics Compliance		Date: 2016MAR07
	Name: Dr. Andrew Winterborn	

1.0 PURPOSE

This SOP describes the procedures for the closure of research with the GREB.

2.0 SCOPE

The scope of this SOP is restricted to the review of the ethical conduct of research involving humans that falls under GREB's oversight. GREB primarily has research ethics oversight over Humanities, Social Sciences, Science, Engineering, and administrative research conducted under the auspice of Queen's University. The scope of GREB's oversight is limited to those activities defined in the TCPS2 (2014) as "research" involving "human participants."

3.0 RESPONSIBILITIES

All GREB members and GREB office personnel are responsible for ensuring that the requirements of this SOP are met.

The GREB 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 PROCEDURES

Completion of Research is a change in activity that must be reported to GREB. A Final Report allows GREB to close its files in addition to providing the GREB with information that may be used in the evaluation and ethical clearance of related studies.

5.1 Determining when Research can be Closed

- 5.1.1 Researchers may submit a Renewal Form using the TRAQ Researcher Portal to report when there is no further participant involvement at the site, all new data collection is complete;
- 5.1.2 GREB recommends that all studies remain open until a manuscript has been accepted for publication (if applicable) in the event that further follow-up with respect to data collection is required;
- 5.1.3 The Ethics Coordinator or designee will review the Renewal Form and request any outstanding information, clarification, or documentation from the researchers, if needed;
- 5.1.4 The GREB Chair or designee will review the submission and issue a Letter of Acknowledgement (if applicable) to the researchers. The research status in TRAQ will change to "Closed";

- 5.1.5 Once a research project is “Closed” with GREB, no further submissions for that research will be permitted; however, if required, researchers may still “clone” the application;
- 5.1.6 If there are exceptional circumstances, a request to re-open the research file shall be made to GREB and the conditions of this request will be determined at the time of the review.

6.0 REFERENCES

See References.

7.0 APPENDICES

None.

8.0 REVISION HISTORY

SOP Title	Version	Updates
Research Completion	v.408.001 2016MAR07	Original: This SOP was developed based on information from the TCPS2 (2014) and Queen's University previous documents or policies (using the format of CAREB/N2).

