

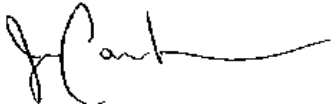


Note to File

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|---------------|--|
| Date: | 2019MAR20 |
| Re: | No longer maintain an anniversary date for ethics clearance expiry |
| Title: | Anniversary dates |

On September 6, 2018 an email was circulated to HSREB researchers on behalf of the HSREB to outline a process change with respect to HSREB SOP 405 Renewal of Ethics Clearance. Sections 5.1.7 and 5.2.3 of SOP 405 specify that the HSREB does allow for an anniversary expiry date to be maintained as long as the REB review is conducted 30 days in advance of the ethics clearance expiry date.

Due to internal process changes, the HSREB communicated via email on September 6, 2018 that moving forward the HSREB will no longer be using an 'anniversary date' to set the expiry date for renewals. Instead, the expiry date will be re-set as one year following the date the annual clearance was granted (i.e. annual clearance date 2019MAR20, expiry date 2020MAR20).

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|-------------------|---|
| Name: | Jennifer Couture |
| Role: | Manager, Research Ethics Compliance |
| Signature: |  |
| Date: | 2019MAR20 |