

**Ottawa Health Science Network Research Ethics Board (OHSN-REB) /
 Conseil d'éthique de la recherche du réseau de science de la santé d'Ottawa (CÉR-RSSO)**

Civic Box 675, 725 Parkdale Avenue, Ottawa, Ontario K1Y 4E9
 613-798-5555 ext. 16719 Fax : 613-761-4311 <http://www.ohri.ca/ohsn-reb>

OHSN-REB Standard Operating Procedure Addendum

Rationale: The OHSN-REB is a member of the Canadian Association of Research Ethics Boards (CAREB), and as approved by the OHSN-REB Executive Committee, had adopted the N2 - CAREB SOPs. To reflect specific OHSN-REB requirements, this addendum complements the N2- CAREB SOP noted below.

N2/CAREB SOP: # 302 – REB Meeting Administration

N2-CAREB SOP Guidelines	OHSN-REB Standard Operating Procedure Addendum
5.4.8 Only those REB members present (i.e., in person, or via videoconference or teleconference) at the Full Board meeting may participate in the deliberation and final decision regarding approval;	<ul style="list-style-type: none"> Written comments from an absent REB member shall be allowed to inform the consideration of an application. The absent member will not be counted toward quorum or be able to vote on the outcome of an application.

Revision History		
Version Number	Effective Date	Summary of Changes
Version 2	January 12, 2022	Administrative changes (logos, rationale, etc.)
Version 1	June 1, 2015	Initial Version

This N2-CAREB SOP Addendum has been reviewed and approved by the OHSN-REB Administrative Committee.