

USE THIS GUIDE FOR:

Renewing a study and all associated site approvals

USE THIS GUIDE IF YOU ARE A:

PI or Coordinator for the Lead or a Participating site

SUMMARY:

The renewal process for studies is streamlined and simplified through the REB Exchange.

Renewals for all sites participating in the study will go through the Lead Site's Board of Record.

Expiry dates for all sites are consolidated to align with the Lead Site's annual renewal date.

Important Reminders:

Ethics approval is granted for 1 year and renewal for all sites is required within at least 30 days from expiry. This window varies between 30 days and year-round rolling renewals (depending on the Lead Site's Board of Record.)

The Lead Site will initiate the renewal for the study. The pSite can submit their renewal information to the Lead site either before or after the study renewal has been initiated.

All updates and status changes for sites continue to be logged in the History Feed of your REB workspace dashboard.

» **Renewals are approved for ALL SITES through the Lead Site's Board of Record**

- studies through CHREB and HREBA are eligible 30 days prior to renewal
- studies through HREB are eligible any time

Renewal Process

NOTIFICATION

You should receive notification either from either the Lead site directly or from the study's Board of Record when it is time to submit your renewal.

INITIATE RENEWAL

If the study is eligible for renewal, a **"Create pSite Renewal Template"** button will appear in the side menu..

Note: the button will only be visible if the study is eligible for renewal by the study's Board of Record

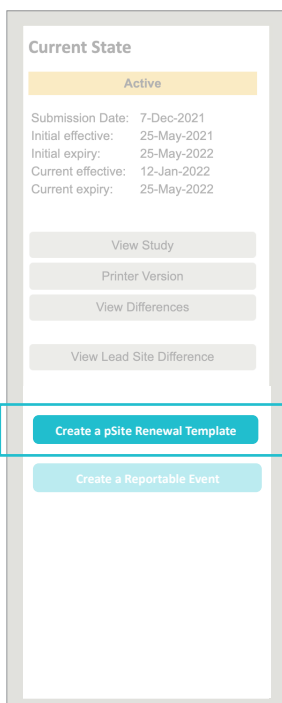
The renewal SmartForm will match the study's Board of Record renewal template. Fill out the renewal template with your site-specific information and click OK.

STUDY MODIFICATIONS

pSites can now have a modification and a renewal open at the same time – no need to withdraw modifications until after renewal.

Although pSite modifications can be open/submitted during renewals, they will not be processed until after the renewal is approved.

Note: this does not apply to Lead Sites – the standard modification and renewal process remains unchanged.



Current State

Pre-Submission

Submission Date: 7-Dec-2021
 Initial effective: 25-May-2021
 Initial expiry: 25-May-2022
 Current effective: 12-Jan-2022
 Current expiry: 25-May-2022

View Request
 Printer Version
 View Differences

My Activities

Send Email to Study Team
 Withdraw
Report Continuing Review Data

REPORT CONTINUING REVIEW DATA

Once you have submitted the SmartForm template, you will be in the **Renewal Workspace**.

The current state will be **Pre-Submission** and requires a continuing review data report to be submitted.

Select the “Report Continuing Review Data” in the side menu. A pop-up will open. Check that the pre-populated fields are correct and add a comment if needed. Click OK.

Once submitted, the Lead Site will be able to review all pSite’s renewal submissions and push the Continuing Review Data through to the BoR for review.

REVIEW

All pSite renewals will transfer to the Lead Site’s BoR and align with the Lead Site’s renewal submission; resulting in a condensed renewal form and faster approval turn-around.

If the Board of Record requires additional information, the renewal will no longer be returned with questions. Instead, you can now edit or ammend a submitted renewal application and make the requested changes and resubmit..

APPROVAL + CERTIFICATE

To view the renewal certificate, log back into your Home Dashboard.

Under the **REB tab**, click on the study. The system will **automatically look for updates**.

Once in the study workspace, open the **Renewals tab** and select your study renewal.

| History | Modifications | Renewals | Attachments | Sites | Reviewer Notes | Change Log |
|--------------------|--|-----------------|-------------|-------|----------------|------------|
| Renewals | | | | | | |
| ID | Name | | | | State | |
| pSite-21-0020_REN2 | Renewal 2 for REB Certification #pSite-21-0020 | | | | Approved | |

You are now in the **Renewal Workspace** and can click on the certificate to view.

pSite Renewal: Renewal 2 for REB Certification #pSite-21-0020 (pSite-21-0020)

Formal Title: REBX Demo

Legacy File ID: Application Type: Faculty/Staff Research

Board of Record: CHREB REB Admin:

Principal Investigator: Bobby Clarke Clinical Trial: No

Funding Status: Unfunded

Renewal Document(s): Certificate

All sites in the study will share a common expiry date for any future renewals.