

UPDATED 2024-02-13

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:

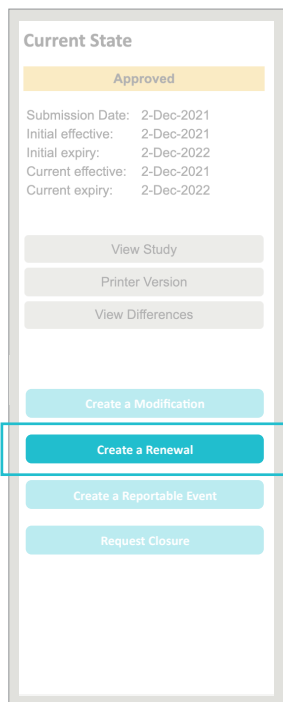
Ethics approval is granted for 1 year and renewal for all sites is required within at least 30 days from expiry. This window varies between 30 days and year-round rolling renewals (depending on the Lead Site's Board of Record.)

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



Begin the Renewal Process

NOTIFICATION

3 reminder notifications are generated through the Lead Site's REB.

If the Lead study PI allows the study to expire, they must apply for the ability to renew.

If not action is taken, the study is closed by the administration and funding suspended for 30 days post-expiry.

INITIATE RENEWAL

Click the "Create a Renewal" button from the side bar to activate the pop-up smart-form.

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

STUDY MODIFICATIONS

Similar to previous processes, Lead Sites must withdraw submissions for modifications prior to submitting a renewal.

SUBMISSION

All sites use the Lead Site's BoR renewal template. Fill out the renewal template with your site-specific information and click CONTINUE.

All pSites will receive the same renewal template from your BoR.

Current State

Approved – Renewal Open

Submission Date: 27-Apr-2020
 Initial effective: 26-May-2020
 Initial expiry: 25-May-2021
 Current effective: 12-Jan-2022
 Current expiry: 31-Jan-2022

View Study
 Printer Version
 View Differences

CURRENT STATE

Once the renewal has been submitted, the current state for the study will change to **Approved - Renewal Open / Pre-Submission**

REVIEW

Renewals will be reviewed and approved through the Lead Site's Board of Record.

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 amend a submitted renewal application and make the requested changes before resubmitting.

APPROVAL

Once the renewal is approved, to view the certificate log back into the study workspace and the system will **automatically look for updates** and include a link to the certificate once complete.

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

See Your pSites' Renewals

From your study's workspace, select the **Renewals** tab to view the current renewal in progress for all sites. This list all renewal submissions for the study and their current status. Select the name of the most current renewal. You will now be inside the Renewal workspace for the study.

History	Modifications	Renewals	Attachments	Sites	Reviewer Notes	Change Log
Renewals						
ID	Name		State			
REB20-0688_REN4	Renewal 4 for REB Certification #REB20-0688		Pre Submission			
REB20-0688_REN3	Renewal 3 for REB Certification #REB20-0688		Approved			

Push pSite Data to the BoR for Review

Once in the Renewal Workspace, click on the **Sites** tab to view your pSite renewal submissions.

As Lead Site, you must confirm the pSites have completed uploading their Continuing Review Data. By default, the system indicates no documents have been submitted under the **Report Completed?** column.

Renewal: Renewal 4 for REB Certification #REB20-0688 (REB20-0688)

Formal Title: REBX Demo
 Legacy File ID: Application Type: Faculty/Staff Research
 Approving Board: CHREB REB Admin:
 Principal Investigator: System Administrator Clinical Trial: No
 Funding Status: Funded Funding Sources: Svare University Chair
 Department of Medicine
 O'Brien David and Gail
 Date Submitted:

History	Attachments	Sites	Change..Log	Reviewer..Notes				
Active Participating Sites								
Execute Activity	Institution	Report Date	Total Enrollment	Enrollment Since Last Approval	Documents	Report Completed?	Principal Investigator	pSite ID
	University of Calgary-P4				None	<input type="checkbox"/>	Bobby Clarke	pSite-21-0020

How do I know if the pSite has completed the renewal submission?

Click the arrow next to the pSite you are reviewing under the **Execute Activity** and select **Submit Renewal**.

A pop up will open. If the pSite has filled out the template, you can click on the link under Supporting Documents. Check that the fields have also been completed for Continuing Review Data.

The screenshot shows the 'Active Participating Sites' interface. The 'Execute Activity' dropdown menu is open, with 'Submit Renewal' highlighted. A blue arrow points from this menu to the 'Report Continuing Review Data' form. The form contains three sections: 1. Enrollment totals table, 2. Supporting documents table, and 3. Comments text area.

Participants Enrolled	Total	Since Last Approval
At this investigator's site:	7	4

Name	Description
Renewal Template for pSite-21-0020_REN2(0.01)	...

If the fields are empty, reach out to your pSites to encourage them to submit their Continuing Review Data.

If complete, you must now push the data through to the BoR by **clicking the Report Completed box**.

!! REFRESH YOUR PAGE !!

The box should now show **Yes**. This indicates the renewal submission has been completed for that pSite.

The screenshot shows the 'Active Participating Sites' interface after the renewal submission. The 'Report Completed?' column now shows a checked box and the word 'yes'.

Execute Activity	Institution	Report Date	Total Enrollment	Enrollment Since Last Approval	Documents	Report Completed?	Principal Investigator	pSite ID
	University of Calgary-P4				None	<input checked="" type="checkbox"/> yes	Bobby Clarke	pSite-21-0020