



### What is Monday.com?

Oak Valley Health has an Institution account with Monday.com. Monday.com is a web-based platform that allows users with an account to create and manage projects.

### How is the REB using Monday.com?

The OVH REB has chosen to use Monday.com as an REB Intake Process. Previously, all new submissions would be emailed to the OVH REB at [ResearchAdmin@oakvalleyhealth.ca](mailto:ResearchAdmin@oakvalleyhealth.ca), however the new process using Monday.com allows you to submit your submission to the OVH REB for review using Monday.com.

This new process will allow individuals submitting to have real-time overview of the status of their submission with the OVH REB.

### What do I need to submit to Monday.com?

To submit to the OVH REB, please follow these steps:

1. Obtain your OVH REB Application form via the [REB Acorn page](#) or the external REB webpage
2. Click on the "OVH REB Intake Form" displayed on the REB Acorn page or the external REB webpage
3. Complete the OVH REB Intake Form. *Only complete one (1) form per file.* For example if you are submitting a renewal and deviation, you will complete two (2) OVH REB Intake Forms – one for the renewal and a second for the deviation.
4. Once you submit the file for OVH REB intake, you will be directed to the REB Acorn page where you can see where the file is with the OVH REB. *Please note, this feature is only available to OVH Staff who have access to Acorn.*

## Research Ethics Board

♥ Add to favourites

### What is a Research Ethics Board (REB)?

The purpose of the Oak Valley Health REB is to protect the rights, safety and well-being of patients involved in studies at our Markham or Uxbridge sites.

### REB Forms

Submitting to the OVH REB can be done through the Intake Form. If you have any questions or urgent safety events, please contact the OVH REB at [ResearchAdmin@oakvalleyhealth.ca](mailto:ResearchAdmin@oakvalleyhealth.ca)

#### Initial Review Forms

[REB Initial Submission Checklist](#)

[Confidentiality Agreement](#)

#### Ongoing Review Forms

[Amendment Application Form](#)

[Protocol Deviation Form](#)

REB Meeting Dates ↗

REB Membership Lists ↗

REB Frequently Asked Questions ↗

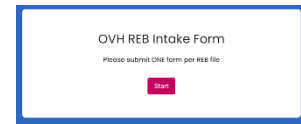
OVH REB Intake Form ↗

Monday.com FAQs

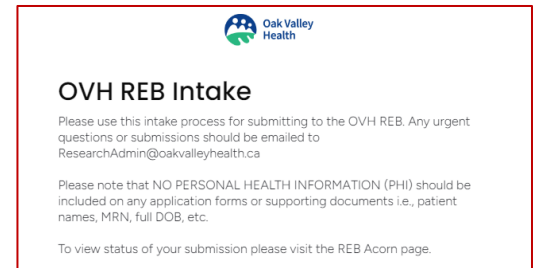
RESEARCH

## How do I complete the OVH REB Intake Form?

Once you click on the 'OVH REB Take Form' link, you will be directed to a web-page to start the form. Please note you are expected to submit ONE form per FILE.



After you click 'Start' you will be directed to fill out the form. Please note that you should NOT be submitting any documents with patient health information (PHI). Any urgent safety submissions (Internal or External SAE forms) or amendments that are directly related to patient safety, should also be submitted to the OVH REB via email at [ResearchAdmin@oakvalleyhealth.ca](mailto:ResearchAdmin@oakvalleyhealth.ca)



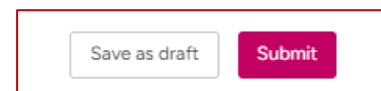
Please fill out the form to the best of your ability.

You will be asked to input:

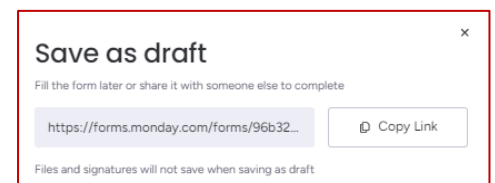
- Date submitting the form
- OVH REB# (if this is a new study submission you will not have one. Please leave this blank).
- Person submitting the intake form (this may be your Investigator or coordinator – one name only)
- Principal Investigator name
- Study title (must match your protocol)

You will be asked to indicate what type of file you are submitting (i.e., Renewal, Amendment, Closure, etc.). Please upload all of your study documents. All REB Application Forms should match what is available on the REB Acorn page or external REB website. Any old application forms will not be accepted. You can also upload all documents individually or as a zip file. Please ensure that if you are submitting an amendment, you should be providing clean and tracked documents of revised REB approved material.

Please note that you have the option to 'Submit' the intake form or 'Save as Draft' and return later. If you click 'Save as Draft' you will be given a return link (URL). Please copy and save your return link.



This will allow you to continue your OVH REB Intake Form from where you left off. Once you submit your form you will be re-directed to the REB Acorn Page where you can see live updates on your file submission.



## How do I see what is submitted/pending REB review and approval?

On the REB Acorn page you will be able to see a table with study files that are under review with the OVH REB. Files will display the following status:

## What happens after I submit via Monday.com?

After your OVH REB Intake Form is submitted, the Ethics Office Staff will receive an alert about your submission. As a research team you will be able to see a status update of your file. Once you have submitted your OVH REB Intake Form you will not be able to make any changes to it.

Any queries, letters, etc. will be emailed to you. You will not be asked to submit via Monday.com responses to any REB queries. The OVH REB Intake Form is for intake submission and tracking only.

Any questions or issues you have after you have submitted your OVH REB Intake Form can be submitted to the REB via email at [ResearchAdmin@oakvalleyhealth.ca](mailto:ResearchAdmin@oakvalleyhealth.ca)

## Who can submit using Monday.com?

Anyone who has a computer to access the web-based OVH REB Intake Form can submit to the OVH REB. You do not have to be a staff or physician at OVH to submit to the REB for review, however you will need to be a staff, volunteer or physician to have access to our internal Acorn page. The internal REB Acorn page will display a live-updated table of your file status.

## What happens if I need to correct or recall what I have submitted using Monday.com?

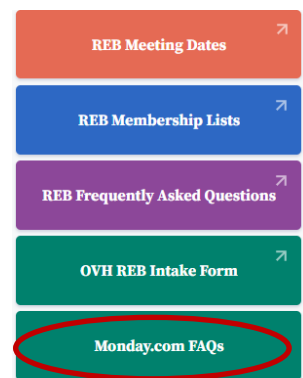
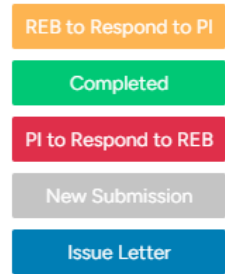
When filling out your OVH REB Intake Form, if you are not ready to submit you can 'Save a Draft' and return later using a return URL provided by Monday.com.

If you need to make changes (i.e., forgot to upload a document, attached an old file, etc.) or terminate a file after it is submitted, please contact our office via email at [ResearchAdmin@oakvalleyhealth.ca](mailto:ResearchAdmin@oakvalleyhealth.ca).

## How should I communicate with the REB before, during or after using Monday.com?

If you have any questions before, during or after using our OVH REB Intake Form on Monday.com, you can always contact our office for support and guidance at [ResearchAdmin@oakvalleyhealth.ca](mailto:ResearchAdmin@oakvalleyhealth.ca)

We recommend that if it is your first time using the new submission intake process, please review our Monday.com FAQs available on our website.



## How do I read or interpret what is showing on Monday.com?

The live-updated dashboard on Monday.com will display all of the items you have filled out when submitting the OVH REB Intake Form. You will also see additional information features:

1. Status
2. OVH Reviewer
3. Review Type
4. Full Board Date

The **status** column will display five (5) different statuses depending on where your file is with the OVH REB.

### New Submission

An OVH REB Intake Form has been submitted, the file is pending initial screening and review.

### REB to Respond to PI

Files where the study team has responded to the REB queries, and the study team is pending a reply from the REB

### PI to Respond to REB

Files where the REB has issued queries to the study team, and the REB is waiting for a reply.

### Issue Letter

The OVH REB Reviewer is satisfied that all queries have been address and is in process of drafting your REB letter. The REB letter will be given to you via email once it has been approved by the REB Chair.

### Completed

Approved files. You may not see this status as the dashboard will only display what is under review.

The **OVH Reviewer** will let you know who in the Ethics Office is reviewing and managing your file, this way if you need to connect with our office you can speak to the most appropriate person.

The **Review Type** column will let you know if your file is being reviewed via

Delegated

or

Full Board

stream. Delegated means that the file is being reviewed by the REB Reviewer and REB Chair at an ongoing basis. Full Board means that your file has been scheduled to be reviewed by the Full Board at an upcoming REB Meeting Date. Please review our REB Meeting Dates available on our website.

The **Full Board Date** column displays the Full Board Date your file is scheduled to appear on the agenda for review. This date will only display for files whose Review Type column indicates **Full Board** – Delegated review types will have this column blank. Please note it may take some time to schedule and release the Full Board agenda and this date will appear only when it is confirmed that your file is scheduled to be discussed.

## **What happens if I need to submit multiple items?**

You are asked to complete and submit one (1) OVH REB Intake Form per study file. For example, if you are submitting multiple items i.e., renewal, closure, amendment, etc., then you are asked to submit an OVH REB Intake Form per file type.

Similar, if you are submitting for multiple studies you should submit separate OVH REB Intake Forms.

## **What should NOT be submitted using Monday.com?**

Any QI/QA submissions requiring the REB to review and determine if it can be exempt from REB review should not be submitted using this OVH REB Intake Form. Please continue to submit QI/QA questions to the REB via email at [ResearchAdmin@oakvalleyhealth.ca](mailto:ResearchAdmin@oakvalleyhealth.ca)

If you are submitting any **URGENT** or **SAFTEY** submissions (i.e., internal or external SAE report, amendments that to minimize imminent harm, etc.) please submit an OVH REB Intake Form but **ALSO** submit this to the REB vis email at [ResearchAdmin@oakvalleyhealth.ca](mailto:ResearchAdmin@oakvalleyhealth.ca). You can flag the email as 'urgent'.

## **How will I receive queries from the REB or my REB letter?**

Once you submit your OVH REB Intake Form, all communication from the REB will be sent to you via email. This includes REB review letters, Full Board review letters, REB approval or acknowledgement letters etc.

When you are issued queries from the REB (either in the body of an email or in a formal letter), please reply to the REB email that you received. You will not be asked to submit a reply to the REB via Monday.com.