



How to apply to the Research Ethics Board (REB)?

Please submit your REB application to ResearchAdmin@oakvalleyhealth.ca. Hard copy and handwritten submissions are not accepted.

Who can be a Principal Investigator (PI)?

The PI must have a staff appointment at Oak Valley Health. This does not include volunteers, residents and students. A PI can also support a student or resident in their research with the appropriate approval from their department or division head.

Can a student, resident or fellow conduct research at Oak Valley Health?

Residents and fellows can only act as co-investigators on a study being conducted at Oak Valley Health.

Who should sign as the Department/Division/Program Head approval and signature on the REB Initial Application Form?

The individual signing in this section of the form must have authority to approve conduct of research in their area (i.e., Chiefs, Directors, Department Heads). The signatory must be from the area in which the research study is taking place.

What happens after my Initial REB Application form is submitted to the Oak Valley Health REB?

The following describes what happens to research ethics board (REB) applications after being received by the REB:

1. All applications, received by noon on the last calendar day of the month to the REB inbox (ResearchAdmin@oakvalleyhealth.ca) are screened to ensure that they are complete and include all required appendices and appropriate signatures. Applications received after the deadline are held by research ethics and screened the following month.
2. Applications are distributed to all REB members for review and discussion at the next full board meeting.
3. After a review, if the reviewer(s) require clarification, a review letter is issued to the principal investigator. If there are no concerns or clarifications requested by the Board, an approval letter is issued to the principal investigator.
4. The principal investigator responds to the review letter by submitting a reply and revised documents (if requested) to the REB inbox (ResearchAdmin@oakvalleyhealth.ca), then added to a subsequent meeting if requested by the Board.
5. Once all comments have been satisfactorily addressed, an approval letter is issued to the principal investigator.

Who can sign REB submission forms?

Only signed forms can be submitted for REB review. Forms that are not signed will not be accepted for review. The PI is responsible for signing all REB forms.

In extenuating circumstances where the PI is unable to sign the REB submission form (e.g. if on maternity/paternity leave, leave of absence, out of the country for an extended period of time), a co-investigator can sign the form with a detailed explanation on the form as to why the PI is unavailable to sign. Please note, acceptance of a co-investigator's signature is at the discretion of the REB. Co-investigators are not permitted to sign on behalf of a PI on initial REB submission forms.

What are types of identifying information that may be collected, used or disclosed during a research study that needs to be listed on the Initial REB application form?

The list below outlines the types of identifying information that should be disclosed to the REB on your application form:

- name (first, middle, last and title);
- location references smaller than province (including postal code or zip code);
- all elements of birth date, except year (including all indicators of age);
- dates of treatment in cases where treatment is especially unique or rare;
- telephone number;
- fax number;
- e-mail address;
- social insurance number (SIN);
- medical record number (MRN);
- health plan beneficiary number (OHIP number);
- any or all account numbers;
- certificate or license numbers;
- vehicle identifiers (including license plate);
- device identifiers (including serial number);
- URL (uniform resource locator or worldwide Web address);
- IP address (internet protocol address);
- biometric identifiers (use of measurable biological characteristics such as voice, fingerprints or iris patterns to identify a person to an electronic system);
- photograph (full face), and any comparable images; or
- any other unique identifying characteristic or code.

Can I submit to the Oak Valley Health REB if my funding is pending?

To reduce the number of unnecessary research ethics board (REB) reviews completed for research proposals that are never initiated due to unsuccessful funding applications, the REB requests that you do not submit for review until confirmation of funding has been received.

The REB will consider the review of applications when funding is pending if it is a requirement of the funding agency or if there is confirmation that the research will proceed even if funding is not awarded. The reason must be clearly documented on the REB application.

How long is my REB approval good for?

Studies are to be renewed annually. The study expiry date is indicated on the initial study approval letter issued by the REB or the previous annual renewal approval letter.

How do I apply for annual/continued review?

Please submit the annual renewal form 30 days prior to the expiration of the study. Once reviewed and approved by the REB, an official annual renewal letter will be issued with a new expiration date.

Regulated trials that are actively recruiting patients and applying for renewal are required to be reviewed by the full board for approval.

How do I make a change to my research study?

To change the currently approved research study and approved documents, please submit an Amendment Application Form to the REB along with revised or new documents. If you are submitting revised documents, please include tracked and clean versions.

What are the requirements to close a study?

Studies can be closed when all of the following are completed:

- all participant involvement
- data collection
- data verification
- transfer of data
- access to health records
- notification from the sponsor
- clinicaltrials.gov registration is updated with a summary of results

How do I add personnel to my research study?

To add personnel (e.g. co-investigator, research coordinator, research assistant, research volunteer/student, etc.), you need to complete and submit a change in personnel form to the REB. You will also need to submit copies of the individual's research training.

Please also submit tracked and clean copies of any documents that require administrative change (e.g. the addition of study personnel names to a consent form). If forms require changes that are not administrative (e.g. adding a section to the consent form), please submit an amendment form for these changes.

What are the fees for submitting to the REB?

The following fees apply to industry-sponsored studies:

- Initial REB submission/review: \$3,000
- Annual/continued renewals: \$500
- Amendments: \$500