

REB Authorization Agreements

The University of Ottawa has signed agreements with the following affiliated hospitals (“Hospital” or “Hospitals”) relating to the ethical review of research conducted by University employees, academic staff, trainees, postdoctoral fellows and students (collectively “University Personnel”):

Ottawa Hospital: for the Ottawa Hospital Research Ethics Board (REB) and the University of Ottawa Heart Institute REB

Childrens’ Hospital of Eastern Ontario (CHEO): for the CHEO REB

Royal Ottawa Healthcare Group: for the Institute of Mental Health Research (IMHR) REB

Elisabeth Bruyère Research Institute (EBRI): for the SCO Health Services REB

Effective immediately:

- i) Research conducted by University Personnel (“University Research”) at or through any of the above-referenced hospitals **and** for which the interaction with human subjects occurs only at the hospital and its affiliated sites need only be reviewed by the REB at that hospital. The University will conduct administrative reviews as necessary.
- ii) University Research conducted at or through the Hospital and for which the interaction with human subjects occurs either partly or completely at the University, must be reviewed and approved by both the Hospital REB and the appropriate University REB, with such University review normally being conducted through the University’s expedited review processes following Hospital REB approval.

Basic operational procedures are attached. These may evolve as we gain more experience with these arrangements.

For all protocols approved by a Hospital REB, University Personnel must comply with Hospital REB determinations and, in particular, shall:

- Follow all procedures of the Hospital REB;
- Submit to the authority of the Hospital REB and are subject to

Hospital REB requirements, including, without limitation, the requirement to modify or stop the University Research on demand of the Hospital REB;

- Not proceed with the University Research until approved by the Hospital REB, and, if applicable, by the University's research contracts office.

For research that requires approval by both Hospital and the University, it is imperative that the principal investigator receives approval from both institutions prior to starting the research.

Information on the Hospitals' procedures can be found at:

Ottawa Hospital REB: <http://www.ohri.ca/ohreb/>
CHEO: http://www.cheori.org/about_ethics.html
IMHR <http://www.imhr.ca/research/ethics-e.cfm>

EBRI: Contact: Louise Greffe-Rousselle
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Ottawa, Ontario K1N 5C8
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Basic Operational Procedures (May, 2008)

- 1) Research conducted by University Personnel (“University Research”) for which the interaction with human subjects occurs only at the Hospital and its affiliated sites need only be reviewed by the Hospital REB, with a subsequent administrative review at the University, regardless of where the funds are administered.
 - a) The Principal Investigator (PI) submits the protocol to the hospital on the hospital form **and provides a copy of the full protocol concurrently to the University of Ottawa Ethics Office.**
 - b) Should the University of Ottawa have any comments, it would endeavour to provide such comments to the Hospital REB for consideration prior to its review of the protocol. The University may request the opportunity to participate in the Hospital REB meeting for its discussion of the proposal and the Hospital REB would normally agree to such a request.
 - c) On approval from the hospital, the protocol, **as approved by the Hospital,** and a copy of the Hospital REB approval will be submitted by the PI to the University of Ottawa Ethics Office.
 - d) The University will conduct an administrative review. The purpose of the University’s administrative review is to: inform the University, provide a mechanism for detecting and acting on differences of ethical views and, where applicable, to assure University compliance with any regulations which apply specifically to the University.
 - e) Copies of annual reports and renewals of Hospital REB approvals would be provided by PI to the University Ethics Office.
- 2) Research conducted by University staff and students for which the interaction with human subjects occurs either partly or completely at the University, must be reviewed and approved by both the Hospital and the University REBs.
 - a) The REB protocol is to be submitted to the Hospital REB and the University Ethics Office on the Council Of Research Ethics Board (COREB) Common REB Application Form;

- b) The protocol is submitted concurrently to the hospital and the University;
- c) The Hospital reviews the protocol first.
- d) On approval from the hospital, 2 copies of protocol, as approved by the Hospital REB, and a copy of the Hospital REB approval will be submitted by the PI to the University
- e) Following approval by the Hospital REB, the University would normally conduct an expedited review.
- f) Copies of annual reports and renewals of Hospital REB approvals would be provided by PI to the University Ethics Office.

Copies of the COREB form and guidelines are available at:

http://www.rges.uottawa.ca/ethics/application_dwn.asp

Unfortunately, the form is presently only available in English but will be translated shortly.