

Science and Research Ethics Board Review Process

Important: Applications to the Holland Bloorview Research Ethics Board should identify a Bloorview Research Institute scientist, Clinical Team Investigator or Clinical Study Investigator as the Local Principal Investigator. Exceptions to this must be reviewed and approved by the Holland Bloorview VP Research/BRI Director before submitting a research ethics application.

All REB forms can be found in the "Forms" section <http://research.hollandbloorview.ca/ResearchEthicsBoard/Forms>

Prepare research proposal.

Check the [Science Review Process at Holland Bloorview](#) to determine the relevant requirements. Submit your research proposal to the primary science reviewer for formal review.

Receive the completed [Science Review Form](#) from the primary science reviewer.

Make the appropriate changes and submit a written itemized response to the primary science reviewer.

Receive approval/signoff from the primary science reviewer.

Prepare [TAHSN Application Form](#) and obtain signatures from all investigators.

Note: A research proposal that is still under review by a granting agency is usually not reviewed by the Holland Bloorview REB until after funding is awarded. Check with the REB Office Staff before you submit your proposal for ethics review.

If your funded study received a science review by the granting agency, or if you are a research graduate student and the protocol was approved by your supervisory committee, then an internal science review **may not** be required. Check with the REB Office Staff.

Make further revisions as required.

Request a [Departmental Approval for Research Involving Clients at Holland Bloorview](#) if participants include Holland Bloorview clients/families. If participants include students recruited from any school including the Bloorview School Authority, then request a support letter from the school principal/board. Request a support letter from the Holland Bloorview Pharmacy if you require pharmaceutical services.

Prepare Research Ethics Board Application Package. Submit **2 hard copies** of the following documents (where applicable) to the BRI Operations Office for review. **Check monthly deadlines for submissions.** BRI Operations Office will forward your REB application to the REB Office.

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| <ul style="list-style-type: none"> a. REB Application Checklist b. TAHSN Application Form c. Study Protocol d. Informed Consent Forms e. Assent Forms f. Departmental Approval Form g. Scientific Review Form + Response | <ul style="list-style-type: none"> h. Non-standard forms, scales, and questionnaires i. Participant Documents j. Approval letters from other REBs k. Investigator Brochure or Product Monograph l. Health Canada NOL/ITA, FDA Approval m. Risk Assessment Documentation (Devices) n. Data & Biological Sample Transfer Agreements |
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