



The Ottawa Hospital Research Ethics Board Application for Research Ethics Approval

To submit a research proposal to the Ottawa Hospital Research Ethics Board (OHREB), it is mandatory to submit the actual protocol.

The application forms must be filled out completely. Please bear in mind that some members of the OHREB may not be experts in your own field so please strive, where appropriate, to make your submission understandable to those outside your area of expertise. Information Sheets and Consent Form must be included with the protocol (where appropriate).

Please submit the appropriate number of copies:

For protocols requiring **full review**:

- Application 18 copies (signed original plus 17 copies)
- Patient Information Sheet and/or
Consent forms * 18 copies (original plus 17 copies)
(* English version only)
(Once the English version has been approved by the OHREB, the French version may be submitted.)
- Departmental Impact Sheet
with applicable attachments 18 copies (signed original plus 17 copies)
- Detailed Budget: 18 copies
- Protocol: 8 copies
- Questionnaires,
Case Report Forms, etc : 8 copies
- Investigator's Brochure: 2 copies

For protocols requiring **expedited review** :

(Survey, Chart Reviews, Non-Invasive Testing/Intervention):

- Application: 2 copies (signed original plus 1 copy)
- Patient Information Sheet and/or
Consent forms * 2 copies (original plus 1 copy)
- Questionnaires, etc.
(* English version only)
(Once the English version has been approved by the OHREB, the French version may be submitted.)
- Departmental Impact Sheet with
applicable attachments 2 copies (signed original plus 1 copy)
- Detailed Budget 2 copies (original plus 1 copy)
- Protocol 2 copies (original plus 1 copy)

N.B. All documentation must be typed. Incomplete protocols will be returned prior to review.

TIPS

The forms have been created in Word, using the Forms tool to allow ease of use in completing them. The following are a few tips on completing the document:

- Please use the “TAB” key to move between fields.
- The “Enter” key will create extra space in the form that is not required.
- The form fields will not accept formatting, normal type will be fine.
- It is hoped that you are able to complete the form in the space allocated, however, if you need additional space, please insert a page where appropriate.
- If you have suggestions to improve this form, please let us know.

Protocol Submission

The application form, the protocol, investigator’s brochure, the consent form, patient information sheet, budget, questionnaires and any other material described above should be submitted to:

Ottawa Hospital Research Ethics Board
c/o Ms. Christine Banyard
Ottawa Hospital, Civic Campus
751 Parkdale Avenue
Suite 106
Ottawa, Ontario K1Y 1J7

or

Ottawa Hospital Research Ethics Board
Drop Box Location: Room 1812-A (in the CEP area on the main floor)
General Campus – Ottawa Hospital
501 Smyth Road, Box 201
Ottawa, Ontario
K1H 8L6

To confirm whether or not we have received your correspondence, or to request a copy of lost correspondence, please contact:

Kathy Millar
Ethics Clerk, Research Ethics Board
Phone: 613-798-5555, extension 17523
Email: kmillar@ohri.ca

For information on the status of your protocol up to and including initial approval, please contact:

Christine Banyard
Protocol Officer II, Research Ethics Board
Phone : 613-798-5555, extension 14902
Email: cbanyard@ohri.ca

Or

Linda Longpré
Protocol Officer II, Research Ethics Board
Phone: 613-798-5555, extension 13523
Email: llongpre@ohri.ca

For general inquiries about research ethics including the status of revised information sheets, amendments, renewals, terminations, etc., please call:

Heather McDonald
Protocol Officer I, Research Ethics Board
Phone: 613-798-5555, extension 14146
Email: heamcdonald@ohri.ca

For information on procedural issues, problematic protocols, compensation clauses, OHREB document changes, etc. please contact:

Mary Ann Laviolette
Ethics Co-ordinator, Research Ethics Board
Phone: 613-798-5555, extension 15072
Email: mlaviolette@ohri.ca

For information on and requests for clinical research space, please contact:

Kim Adams
Director, Research Administration, OHRI
Phone: 613-798-5555, extension 15079
Email: kadams@ohri.ca

The Chair of the OHREB is:

Raphael Saginur, M.D.
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The Vice-Chair of the OHREB is:

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The Vice-Chair of the HREB is:

James A. Robblee, MD, FRCPC
Phone: 613-798-5555, extension 19865

Protocols **must be signed by the Head of the Department or Division** in which the research projects are to be carried out. (**The Principal Investigator or Co-Investigator should not sign** as the Head of the Department or Division for their own research studies)

Protocols will be reviewed on a bi-monthly basis at the OHREB meeting. Please refer to the list for the exact submission deadlines listed under 'Meeting Dates'.

Protocols submitted for '**Expedited Review**' are normally processed within two to four weeks of submission. Applications may be submitted at any time – **the submission dates do not apply** to 'expedited' studies.

Protocols submitted for '**Chart Review**' are normally processed within 24 to 48 hours of submission. Applications may be submitted at any time – **the submission dates do not apply** to 'chart review' studies.

(Revised January 23, 2009)