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**Estimated Turnaround Time for Correspondence and Forms  
From Receipt Date of Documentation**

<b>Letter/Form Type</b>	<b>* Turnaround Time</b>
Application for Full Board Review	Letters of concerns or approval letters from the OHREB sent within one to two weeks of the OHREB meeting
Application for Chart Review	One to three days
Application for Expedited Review	Two to four weeks
Additional Correspondence received prior to approval	One to two weeks
Adverse Event Reports	Two weeks
Protocol Amendments	One to four weeks. This may be longer if the amendment has to be submitted to the full Board or to a sub-committee of the Board
Consent Form Amendments	One to two weeks
Initial Review of French Consent/Information Forms	Two weeks
Annual Update Requests	One to five weeks. Up to five weeks if full Board review is required.
Termination Reports	One to two weeks

**\* Please Note:** This is a guide only. Turnaround time may vary depending on volume, and if the OHREB Chairperson or staff members are on holidays, sick leave, etc.