**Email Requirements when Submitting Post Approval Forms to OHSN-REB**

All post approval submissions (Amendment Forms, Reportable Event Forms, Continuing Review Forms and Study Closure Forms) are to be submitted via email to REBAdministration@ohri.ca.

**To help ensure your submission is appropriately triaged and reviewed in a timely fashion, follow these instructions:**

* + - **Subject Line:**
		- OHSN-REB Protocol Number
		- Level of review (if you know it), full Board = FB, delegated review=DEL.
		- Type of submission
			* + Amendment = AM
				+ Reportable Event = RE
				+ Continuing Review = CR and include expiry date
				+ Study Closure = SC and include expiry date
				+ Staff Changes
		- Example: OHSN-REB Protocol # 20210123-01H/DEL/AM
		- **Body of Email:**
			* Provide a short summary of the submission to help the REB triage to the applicable reviewer.
				+ For Amendments, it is helpful to know up front whether the change is minor (e.g.: administrative updates to study documents) or major (e.g.: study design changes) and if there is any urgency to the submission.
				+ For example, if it’s an Amendment with 10 documents attached, at quick glace the REB may believe it is a major Amendment, but if each document only includes 1-2 administrative sentence changes, it is actually minor in nature and could be reviewed more quickly than a major amendment.
			* List out the documents that are attached to the email.
			* Documents should be attached using the following naming conventions and in the following order, as applicable. For revised documents, specify 'tracked' and 'clean'. For new documents being added to the study, specify 'New’.
				+ Tracked SITE (*Amendment Form, Protocol, Product Monograph, Investigator's Brochure, Eng./Fr. Main Informed Consent Form, Eng./Fr. Optional Informed Consent Form, Eng./Fr. Survey/Questionnaire, Eng./Fr. Interview Guide, Eng./Fr. Diary/Log/etc...,  etc...)*, version dated *(insert date)*
				+ Clean SITE (*Amendment Form, Protocol, Product Monograph, Investigator's Brochure, Eng./Fr. Main Informed Consent Form, Eng./Fr. Optional Informed Consent Form, Eng./Fr. Survey/Questionnaire, Eng./Fr. Interview Guide, Eng./Fr. Diary/Log/etc...,  etc...)*, version dated *(insert date)*
				+ New SITE *(insert document name),* version dated *(insert date)*
				+ If available - SITE Certificate of Translation (CoT), dated *(insert date)*