

## Ottawa Hospital Research Ethics Boards / Conseils d'éthique en recherches

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http://www.ohri.ca/ohreb

### Annual Renewal Report Guidelines

Before submitting your Annual Renewal Report, ensure that ALL sections of the report have been completed	
<u>Section</u>	<u>Instructions</u>
	<b><i>Are you using the most current version of the Renewal Report? (refer to our website for the most up to date: (<a href="http://www.ohri.ca/ohreb/forms.htm">http://www.ohri.ca/ohreb/forms.htm</a>)</i></b>
1.	Report Date is the date you are completing the form and your end date for calculating participant numbers (i.e... How many participants were recruited from the date of initial approval to the current Report Date? All participants recruited after the Report Date should be listed on renewal or termination report the following year)
2a.	This must be the OHREBs Protocol number, not the sponsor's.
2b.	This should be the currently approved study title.
3.	Principal Investigator (PI) for this site. (If the PI is being replaced, we will require signatures from both the current and new PI on the same notification).
4a. & 4b.	List <b>ALL</b> investigators for <b>your</b> site only. (Has anyone been added or removed? Make sure we are aware and signatures have been obtained)
3. & 4a.	Have ALL TOH/OHRI investigators and staff listed on the application or renewal submitted their TCPS certification? (If not, please include a copy).
5a.	Indicate the <b>current</b> expiry date.
5b. & 5c.	If this is the 1 <sup>st</sup> renewal since initial approval, recruitment numbers should be the same.
5d. & 5e.	If this is the 1 <sup>st</sup> renewal since initial approval, withdrawal numbers should be the same.
5c. & 5e.	If this is the 2 <sup>nd</sup> (or subsequent) renewal, make sure the TOTALS from last report + this year's additional recruits/withdrawals = this year's totals.
5d.	Who is considered a withdrawal? Any participant, who withdrew consent, was lost to follow-up, transferred to a different site, passed away, etc.
7a.	If the projected date of completion has changed since the original submission, submit an amendment form (with applicable enclosures) to OHREB. Confirm that the study budget has also been updated and that there are still sufficient funds available to support the study. As well, be sure to notify the contracts office.
8.	In addition to a short progress report, please let us know if recruitment has closed.
	<b>KEEP</b> a photocopy of the renewal report for the study files and send the <b>original signed by the Principal Investigator</b> to the OHREB.