

Definitions of a Study's Current State

APPROVED	Approval has been obtained and the Certificate / Letter of Approval are showing in IRISS. Click on 'View' beside 'Certificate of Approval' or 'Letter of Approval' (found on the right hand side of the top portion of the study workspace) to review the certificate or letter.
APPROVED – CLOSURE REQUESTED	A closure request has been initiated on this study.
APPROVED – MODIFICATION OPEN	A modification / amendment has been initiated on this study.
APPROVED – RENEWAL OPEN	A renewal has been initiated on this study.
AWAITING FULL BOARD REVIEW	Step 2 of the Full Board Review Process. The primary review of the application is complete and will be discussed at the scheduled Committee / Board Meeting.
AWAITING REB ASSIGNMENT	The application has been submitted and it is waiting for the Ethics Resource Officer / REB Administrator to take ownership of the application in IRISS.
CHANGES REQUESTED BY DELEGATED APPROVER – WAITING FOR PI RESPONSE	The Ethics Resource Officer / REB Administrator has returned the application to the PI and key personnel to address the changes identified by the Delegated Approver.
CHANGES REQUESTED BY ERO – WAITING FOR PI RESPONSE	The Ethics Resource Officer / REB Administrator has found one or more administrative items that need to be addressed before the application can be assigned to Committee / Board Members for review. The application has been returned to the PI and key personnel to address changes.
CHANGES REQUESTED BY PRIMARY REVIEWER – WAITING FOR PI RESPONSE	The Ethics Resource Officer / REB Administrator has returned the application to the PI and key personnel to address the changes identified by the Primary Reviewers.
CHANGES REQUESTED BY SIA – WAITING FOR PI RESPONSE	The Submission Intake Assistant, Intake Coordinator or REB Administrator has found one or more administrative items that need to be addressed before the application can be moved forward in the approval process. The application has been returned to the PI and key personnel to address changes.
CHANGES REQUIRED BY DELEGATED APPROVER – ADMIN REVIEW	Changes have been identified that need to be addressed before the application can be approved. The Ethics Resource Officer / REB Administrator will consolidate the review notes and send back to the PI and key personnel to address changes.
CLOSED BY ADMINISTRATOR	The application file has been closed by the system (if changes not made within the 60 day time period) or by the Ethics Resource Officer / REB Administrator (reason for closure will show in History tab if completed by the latter).
DECLINED	The application has not been approved by the Board.
DORMANT DUE TO INACTIVITY	The application was sent back to the PI and key personnel for changes; however, changes were not submitted for a period in excess of 30 days. (Contact Ethics Resource Officer / REB Administrator who is showing as the owner of the file to re-open)
COMPLETED	Research on this study has been completed and the study has been closed.

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MEETING COMPLETE – ADMIN CHANGES UNDER REVIEW	PI has submitted administrative changes. The Ethics Resource Officer / REB Administrator will review for completeness and: - return to PI to complete any missed items; or - approve changes and prepare Letter / Certificate of Approval
MEETING COMPLETE – AWAITING FINAL ADMINISTRATION or REVIEW COMPLETE– AWAITING FINAL ADMINISTRATION	The application has been approved and the Chair or Acting Chair has 'signed' the correspondence (electronic signature). The Ethics Resource Officer / REB Administrator is completing a final check to ensure all ancillary approvals have been received, if necessary, before sending the Certificate / Letter of Approval to the PI through IRISS.
MEETING COMPLETE – AWAITING NOTICE OF DECISION	The Ethics Resource Officer / REB Administrator will record the meeting decision and determine next steps based on the meeting motion. Motion: Approved – the correspondence will be prepared and sent to the Chair for approval; Motion: Changes Required – the application will be returned to the PI and key personnel to address changes.
MEETING COMPLETE – POST MEETING CHANGES – UNDER ADMIN REVIEW	PI has submitted Post Meeting changes. The Ethics Resource Officer / REB Administrator will review for completeness and: - return to PI to complete any missed items; or - forward revisions to the Committee / Board Member designated as the Post Meeting Reviewer to review
MEETING COMPLETE – POST MEETING CHANGES UNDER REVIEW	Board Member designated as Post Meeting Reviewer is reviewing the changes and will submit review findings when complete. (Motion options: Approved or Requires Changes).
MEETING COMPLETE – WAITING FOR PI POST MEETING CHANGES	The Ethics Resource Officer / REB Administrator has returned the application to the PI and key personnel to address the changes identified by the Committee / Board at the Meeting.
PENDING REVIEW ASSIGNMENT	The initial administrative review has been completed by the Ethics Resource Officer / REB Administrator and the study is waiting to be assigned to available reviewer(s).
PRE-SUBMISSION	The application is in "draft". The Principal Investigator (PI) and key personnel noted in Questions 5 and 6 on page two; can edit the application prior to PI submitting for Committee / Board review.
PRIMARY REVIEW NOTES SUBMITTED – ADMIN REVIEW	The Primary Reviewers have reviewed the application and submitted their review notes. They may identify changes that need to be addressed by the PI. The Ethics Resource Officer / REB Administrator will consolidate the notes and, if sufficient time prior to the Committee / Board Meeting, will return the application to the PI and key personnel to address changes. If there is insufficient time prior to the meeting; the application will be reviewed by the Committee / Board and the application will be returned to the PI and key personnel post-meeting to address changes.

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REVIEW COMPLETE – AWAITING CORRESPONDENCE	The Delegated Review has been completed and the Ethics Resource Officer / REB Administrator is preparing the Letter / Certificate of Approval to forward to the Chair or Acting Chair for review and approval.
UNDER DELEGATED REVIEW	The REB has determined that this application poses minimal risk to research participants and can be reviewed without formal discussion at a Board Meeting. The application will be reviewed, discussed and a decision will be recorded electronically by assigned members of the Board. Changes may be requested based on these discussions.
UNDER ETHICS RESOURCE OFFICER REVIEW	The Ethics Resource Officer / REB Administrator is conducting a higher level administrative review of the application and will: <ul style="list-style-type: none"> - assign Committee / Board Members to review the application; or - return the application to the PI and key personnel to address changes
UNDER PRIMARY REVIEW	Step 1 of the Full Board Review Process. The REB has determined that the application merits Full Board Review. A formal review and discussion will take place at a Meeting of the Committee / Board. The application will undergo a primary review by one or more members of the REB in preparation for the meeting. If there is sufficient time prior to the meeting, the primary reviewers may ask the PI to address some items prior to the meeting.
UNDER SUBMISSION INTAKE ASST REVIEW	The Submission Intake Assistant / Intake Coordinator is conducting an initial administrative review of the application to ensure it is complete.
MEETING COMPLETE – WAITING FOR PI ADMIN CHANGES	The Committee / Board has determined that the application can be approved once minor administrative changes (e.g. typos) have been addressed. The Ethics Resource Officer / REB Administrator will consolidate the review notes and send back to the PI and key personnel to address administrative changes.
WITHDRAWN	The PI has withdrawn the application from consideration.

QUESTIONS?

 General Inquiries: info@hreba.ca

 Technical “how to” Inquiries: iriss.support@ucalgary.ca