

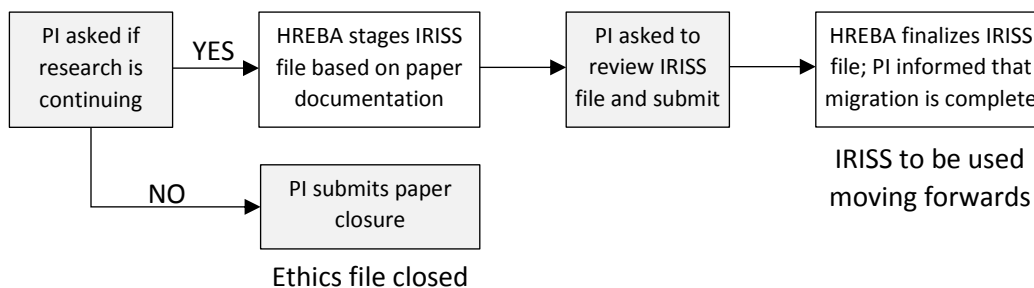
MEMORANDUM

From: Wendy Burrill, Associate Director Research Ethics

Date: 15 August 2018

Subject: **October 1, 2018 Completion of Cancer Committee Data Migration Project**

The Health Research Ethics Board of Alberta (HREBA) – Cancer Committee Data Migration Project has been underway since July 2017. All Principal Investigators (PI) with open paper-based ethics files have been contacted and asked whether their research is continuing (and the file requires migration to IRISS) or is closing. HREBA has been and is continuing to stage all files into the IRISS electronic system via the following process:



The Data Migration Project is coming to an end as of **October 1, 2018**, at which point HREBA-CC will be processing all ethics files through the IRISS system. Paper/e-mail submissions will no longer be accepted, and HREBA will not be able to help with the migration of any remaining paper files.

PIs have or will receive an e-mail from datamigration@hreba.ca asking them to review their staged file(s). Please ensure these reviews are completed within the specified timeframe; for any files not migrated by October 1st the PI will be responsible for completing their migration before any documentation (e.g. closure, modification) will be accepted by HREBA-CC.