

## MEMORANDUM

From: Jacqueline Senych, Manager, Research Ethics  
Date: 15 May 2017  
Subject: HREBA Submission Management Policy

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Under exceptional circumstances and to ensure a quality review for each study submitted, the Health Research Ethics Board of Alberta (HREBA) may at times limit the number of studies reviewed at a committee meeting. As necessary, only 10 complete applications received prior to the submission deadline may be assigned to a meeting. If such a limitation is put in place, applicants of studies that are not being reviewed at that particular meeting will be notified.

Note that submissions are administratively screened upon receipt. Those requiring revisions are not assigned to a meeting until the requested changes have been made.