HREBA
Health Research Ethics Board of Alberta
Community Health Committee

HREBA – Community Health Committee
1500-10104 103 Ave NW
Edmonton, Alberta, T5J 4A7

Submitting to HREBA - Community Health Committee (CHC)

The CHC strives to review all submissions in a timely manner. To facilitate this, submissions must be received at least two weeks prior to the CHC meeting date. See our website for submission deadlines.

Please refer to the checklist below to ensure your submission is complete.

1) Register for IRISS. The following documents are required in order to register:
   a) **Principal Investigators and Co-Investigators** Current CV with information on research experience and training.
   b) **Student Co-Investigators**
      - Current CV with information on research experience and training.
      - TCPS2 tutorial completion certificate.
   c) **Study Team (research assistants, coordinators…etc.)** None.

2) As of August 1, 2019, investigators submitting to any of the Health Research Ethics Board of Alberta (HREBA) committees will be required to have an official agreement appointing HREBA as their Board of Record BOR). See our website for guidance on how to submit the BOR. Please note, approval certificates will not be released until a fully executed BOR is on file. Therefore, submission of the BOR can, and should be, initiated as soon as possible.

3) Complete the IRISS application and include all relevant documents.
   a) All submissions MUST include a study protocol.
   b) All funded studies must include a line-item budget.
   c) Industry Funded Studies are required to submit the HREBA Billing Information Form.
   d) Consent forms MUST follow the HREBA Informed Consent Form Template for Non-Clinical Trial research. All relevant headings, sections and wording must be included.
   e) Any other relevant supporting documents (e.g., surveys, questionnaires, recruitment material)
   f) For students from universities outside of Alberta, you will be required to provide evidence of ethics approval from your home university prior to receiving the final approval certificate.

4) For studies that have additional investigator applications in Alberta (multi-site studies), once the lead site application in Alberta has been approved, additional investigators should follow the following process:

ADDITIONAL INVESTIGATOR APPLICATIONS (MULTI-SITE STUDIES) PROCESS

1. Fill out the IRISS Application questions in the following sections with site specific information:
   - Study Staff, Funding, Impact and Operational Approvals (Site Location), Study Objectives and Designs (Question 1 – 4)

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- Participant Information (Question 5.0 and 6.0), Recruitment, and Informed Consent (site-specific changes only)
- Data Privacy and Confidentiality (site-specific changes only)
- Data Storage and Retention and Disposal. (site-specific changes only)
- Documentation – upload all documents requiring CTC approval. **Note**, dates in footer should be the same as lead site

2. For all other sections, because the information has already been reviewed and approved by the CHC for the lead site, please type "**Reviewed and Approved for (HREBA study number, i.e., HREBA.CHC-21-xxxx)**"

3. Once completed, have the PI submit and it will be reviewed via delegated review.

***See our website for templates and forms**

****Please note that incomplete submissions will not be reviewed until all required documents are provided.**

See our website for Meeting Dates and Deadlines

If you are unsure whether your project requires ethics review or if you have questions about the process, please contact communityhealth@hreba.ca