

**CATEGORY:** Corporate Non-Clinical **REVISION DATE:**  
**ISSUED BY:** Health Sciences North Research Ethics Board (HSN REB)  
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**TITLE:** **RECIPROCAL REVIEW OF RESEARCH AT HSN AND LU**

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<b>Document Owner:</b> HSN REB	<b>Name:</b> HSN REB
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## PURPOSE

To describe the procedures for obtaining reciprocal review of research studies involving human participants where the research will be conducted jointly by Laurentian University (LU) and Health Science North (HSN) / Health Sciences North Research Institute (HSNRI)

## POLICY STATEMENT

In accordance with the REB Reciprocity Agreement, HSN/LU research engaging both sites and that involves human participants or their data, shall be reviewed under a simplified Research Ethics Board (REB) process where only one institution, HSN or LU, will serve as the REB of Record (BoR) for both institutions, utilizing a reciprocal mechanism (one REB of record performing review on behalf of both institutions). Responsibilities for each institution extend to all levels of REB review, including delegated review and full Board review and all reportable events throughout a project's lifecycle.

## PROCEDURE

### Method

1. The Researcher is responsible for filling out the Request for Reciprocal Review of Human Participant Research Form on the HSN REB Website.
2. The Researcher submits the form to the BoR as determined through the completion of the form.
  - A. If unsure of who the BoR is, the researcher should contact the Research Services Office
3. If using the reciprocal review process, the researcher is responsible for complying with the policies and procedures of both institutions.
4. If LU is determined to be the BoR, the submission must be through the ROMEO system, if HSN is determined to be the BoR, the submission must be through its current system.
5. REB approval does not constitute authorization for the study to proceed. Researchers must ensure that they receive the appropriate internal institutional approvals (e.g., resource assessment).
6. The BoR may approve the ethical aspects of a study but the final decision to conduct the study rests with the Most Responsible Institution, as they provide final approval. This may include submission of a study budget and contract with a study sponsor or other documentation.

## EDUCATION AND TRAINING

### Definitions

1. Research Ethics Board of Record (BoR): is the REB where the application should be submitted which will review the ethical acceptability of the research.
2. Most Responsible Institution (MRI): the institution most responsible for the principal investigator or where the grant is administered
3. Reciprocal Agreement: A partnership between the LU REB and HSN REB whereby each Party's established REB will act as the REB of Record for the other Party for certain studies to alleviate the

need for duplicate review of studies as well as to ensure the REB with the most appropriate expertise reviews the study

**References and Related Documents**

Research Ethics Board REB Reciprocity Agreement (September 2018)

Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada, Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, December 2014.

Request for Reciprocal Review of Human Participant Research Form