

REQUEST FOR RECIPROCAL REVIEW OF HUMAN PARTICIPANT RESEARCH

In accordance with the REB Reciprocity Agreement between HSN and LU

Please read carefully before submitting to reduce duplication of efforts – do not submit to ROMEQ or submit the HSN REB application form before receiving confirmation of which board will be reviewing

Project Title:	Click here to enter text.	
Principal Investigator / Researcher:	Name: Click here to enter text.	Phone: Click here to enter text.
	Institution and Program: Click here to enter text.	Email: Click here to enter text.
Supervisor (if student project)	Name: Click here to enter text.	Phone: Click here to enter text.
	Institution and Program: Click here to enter text.	Email: Click here to enter text.
Funding Source	Click here to enter text.	
Institution Holding Funds	Click here to enter text.	
Brief description of the project (one or two sentences max)		
Click here to enter text.		

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.

Pursuant to the HSN/LU REB Reciprocity Agreement, and prior to completing the REB application, Investigators should inquire with their respective Research Services Office (or Research Ethics Office) about the eligibility of their Study under the Reciprocity Agreement. **To assist with this determination, this form should be completed and submitted to the Research Ethics officer of your home institution.**

The “**Most Responsible Institution**” (MRI) is the institution most responsible for the principal investigator or where the grant is administered.

The **Research Ethics Board (REB) of Record**, (the “**Board of Record**” or (BoR)) is the REB where the application should be submitted which will review the ethical acceptability of the research.

Research Investigators remain responsible for adhering to all relevant policies at both Institutions.

To determine Most Responsible Institution (MRI)			
	Yes	No	MRI
Are you conducting the study primarily in your role at HSN?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes HSN is MRI
Are you conducting the study primarily in your role as an academic affiliate or appointment with Laurentian University and / or the Northern Ontario School of Medicine (East campus)?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes to any, LU is MRI
Are you a Laurentian University or NOSM learner? (includes NOSM residents)	<input type="checkbox"/>	<input type="checkbox"/>	
Are you in receipt of a grant being administered by Laurentian University?	<input type="checkbox"/>	<input type="checkbox"/>	

To determine the REB of Record (BoR) & who should review your application:			
	Yes	No	BoR
Is the study a clinical trial involving a medical device or drug?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes to any, HSN is BoR
Is the study subject to oversight by Health Canada or the US Food and Drug Administration?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the study require access to HSN patient records?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the study involve the use of HSN facilities, equipment or resources?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the study involve the use of LU facilities, equipment or resources?	<input type="checkbox"/>	<input type="checkbox"/>	If Yes to any, LU is BoR
Does the study involve recruitment of students / staff at LU / NOSM?	<input type="checkbox"/>	<input type="checkbox"/>	

For HSN BoR: Email reb@hsnsudbury.ca for instructions or visit <https://www.hsnsudbury.ca/portalen/Accountability/Research-Ethics-Board>

For LU BoR: Email ethics@laurentian.ca or submit in the Romeo Research Portal and include this form along with all other supporting materials with your application. Romeo link: <https://romeo.laurentian.ca/romeo.researcher>

REB of Record Agreement on individual Study

Office use only
Study ID#

Agreement between participating institutions;
Health Sciences North
Attention: Research Services Office

and

Laurentian University of Sudbury
Attention: Research Ethics Officer, Office of Research Services

and

Principal Investigator: [Click here to enter text.](#)

Institutional Affiliation: [Click here to enter text.](#)

REB of Record: [Click here to enter text.](#)

Study Title: [Click here to enter text.](#)

This Agreement is effective as of the date of the last signature below.

The Institutions which are a party to this Agreement have entered into a Reciprocal Harmonization Agreement 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 as further described in this Agreement.

The Parties agree as follows:

The Participating Institutions agree that the REB of Record acts for the Participating Institution in respect of the Study;

The Participating Institutions agree that the REB of Record may approve, reject, require modifications or terminate the Study at its sole discretion; a relevant appeal process may be pursued;

The REB of Record shall act in accordance with its responsibilities as set out in the Reciprocal Harmonization Agreement; and in compliance with all relevant laws, regulations and guidelines, including the most current version of the Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans (TCPS);

The Principal Investigator agrees as follows:

The Principal Investigator agrees to conduct the study in accordance with the REB of Record approved Study protocol and in compliance with all applicable laws and REB policies, procedures and requirements;

The Principal Investigator shall ensure that all research misconduct, privacy breaches or complaints of adverse incidents that would be relevant to REB oversight shall be promptly reported to the REB of Record;

and to the Participating Institution (home institution) in accordance will all relevant policies and procedures;

The Principal Investigator acknowledges that all documents and information received by the Participating Institutions regarding this Study are subject to confidentiality except insofar as the records may be shared in confidence between the parties for the purpose of each Institution carrying out its duties under the Reciprocal Harmonization Agreement.

For greater certainty, although the REB of Record may approve the ethical aspects of the Study, the final decision to conduct the Study at the Participating Institution rests with the Participating Institution.

On behalf of Health Sciences North

Date

On behalf of Laurentian University

Date

Principal Investigator

Date