



HSN REB Meeting Schedule and How to Submit

The Health Sciences North Research Ethics Board (HSN REB) meets the first Monday of the month, or if the first Monday falls on a holiday, then the following Monday, or as called by the Chair.

Please note that research materials are to be submitted no later than 4pm on the 15th of the month for consideration at the REB meeting held the following month. In the case that the 15th falls on a holiday or weekend, then next business day will be considered the deadline date.

Meeting Dates for 2022	
January 10, 2022	July 4, 2022
February 7, 2022	<u>No meeting in August</u>
March 7, 2022	September 5, 2022
April 4, 2022	October 3, 2022
May 2, 2022	November 7, 2022
June 6, 2022	December 5, 2022

Delegated Review

Full Board review is the default for new research projects submitted to the REB; however, some research may be eligible for delegated review. Those applications that the REB determines meet the requirements for delegated review will be processed on a first-come, first-served basis. There is no deadline for submission. Turnaround time is generally 2 weeks, but will depend on the complexity of the study or if there are major omissions.

What to Submit

DURING THE COVID-19 PANDEMIC
All Submissions
1 electronic copy submitted to reb@hsnsudbury.ca + 1 hard copy to the HSNRI Offices (see below) See <i>HSN REB Application</i> for details on what documents are required for review by the REB.

AFTER THE COVID-19 PANDEMIC
New Submissions
Full Submission + 4 copies (collated into separate sets) + 1 electronic copy AND 14 copies of the application form, consent form, recruitment materials, and any other document that you are giving to the participant
All Other Submissions (e.g. Amendment Requests, Annual Renewals)
Full submission + 4 copies + 1 electronic copy

Where to Submit

Hard copies can be brought to the HSNRI Offices on the 3rd floor of the Northeast Cancer Centre or they can be sent through interoffice mail to the attention of 'HSN REB, HSNRI Offices, 3rd Floor NECC'. Email the complete submission to reb@hsnsudbury.ca. For assistance, please call 705-523-7100 ext. 2409.