

Translational Research Ethics Processes

1. Where can the REB forms be found?

All application forms can be obtained from the University of Windsor REB website including Windsor Regional Hospital (WRH) and Hotel-Dieu Grace Healthcare (HDGD): <http://www.uwindsor.ca/research-ethics-board/>

2. If more than one REB is involved, which one do we submit to first?

The research team should submit first to the REB at the institution where the PI is primarily associated. For example, if the PI's primary affiliation is with the University of Windsor, then the research team should submit to the University of Windsor REB first. If the PI's primary affiliation is with WRH, then the team should submit first to WRH's REB first. If the PI is from another institution, then the research team should submit to the PI's institution first, then to the University of Windsor.

The exception to this policy occurs when one REB may defer to another REB regarding site-specific recruitment or protocol procedures. For example, if the PI is affiliated with the University of Windsor, but the protocol is implemented at WRH and some procedures are in question, the University of Windsor REB may defer to WRH REB to conduct the initial review.

3. When should I consult with University of Windsor Health and Safety? If the research takes place within a lab at the University of Windsor, or the protocol involves gathering biological specimens, then the researchers should consult with the University of Windsor Health and Safety to ensure that their current Health and Safety certificate covers the specific protocol, or if an addendum is necessary. If the researcher does not have a current Health and Safety Certificate, then one needs to be obtained prior to receiving REB clearance.

4. How is the level of REB review determined?

The level of REB review depends upon the risks to participants. Protocols containing Risks that are more than minimal will be reviewed at the Full Board level, risks that are no more than minimal risks (assessed per participant's experience in everyday life; for example, if the participants are cancer patients currently undergoing treatment, then their risks would be assessed differently than the general population as they would be exposed to different procedures in their everyday life than would the general population).

Secondary use of data and protocols cleared by another institution can be reviewed at the Executive level by either the Chair only, or the Chair plus one additional Board member.

5. How long does it take for my protocol to be reviewed?

Review at the executive level by UWindsor REB, depending on which level the fresh tissue trial falls under, the following will need to be considered:

- a. Chair level: review daily
- b. Delegated level: meet once/week
- c. Full board review: meet once/month

Step 1: Completing REB forms

If Windsor Regional Hospital, staff or patients are involved in the research, use Windsor Regional Hospital REB Forms:

<http://www.uwindsor.ca/research-ethics-board/304/windsor-regional-hospital>

If Windsor Regional Hospital is not involved, use the University of Windsor REB Forms:

<http://www.uwindsor.ca/research-ethics-board/298/forms>

If Hotel- Dieu is involved, use the University of Windsor REB Forms:

<http://www.uwindsor.ca/research-ethics-board/298/forms>

If Hotel-Dieu affiliated:

1. Contact Research Department:
Sonja Bridgen- Clinical Research Coordinator
Marla Jackson- Manager, Research and Innovation
2. Complete process to obtain a Letter of No Objection to submit with the University of Windsor REB application
3. Submit University of Windsor REB forms and Letter of No Objection