Once you have been invited to join a study, the study will appear in your INBOX tab of your institutional REB system. Click on the study name to begin the application process. The current state will begin in Pre-Submission. If you choose not to participate, click "withdraw" in the left side menu.

Note: all applications and communication will take place through YOUR institutional system portal, regardless of the Lead Site / Board of Record location – meaning no need to learn a new system or navigate additional workspaces.

Application Process - Pre-Submission State

**pSite application**

To begin the application, click the Edit Study button in the left menu. This opens the condensed application. Fill this out with site specific information. Your application can be saved and closed at any point to be finished later.

**MULTI-STUDY SITE-SPECIFIC INFORMATION**

This portion of the application is very important to complete with as much detail as possible that pertains to your specific site.

**ADDING DOCUMENTS**

To ensure your documents are formatted correctly, be sure to download a local copy of any shared documentation from the Lead Site. Update the copy with your site-specific information. The modified copy can then be uploaded through your application and reduce the need to create new documents. Tip - ask the Lead Site for editable versions of the documents if they are not uploaded in a text-based file format.

**NOTE:** when viewing the Lead Site documents, right click to open in a new window for ease of reference when building your site-specific documents.

Remember - pSites must upload signed department approval form.
!! BE SURE TO SUBMIT YOUR APPLICATION !!

Completing the form and uploading documents will not trigger the administrative review process. You must click SUBMIT APPLICATION in the left side menu.

The application will be submitted to your institutional REB office for administrative review to ensure completion. If documents are missing or fields require additional information, an administrator will notify the pSite study team of any areas that require attention and the study can be submitted again.

Once the application has passed administrative review, it will be sent to the study’s Board of Record for ethics review. The pSite ID appears as a link in your REB system to view your application.

**How can I see Lead Site applications and certificate?**

While in the pSite certification workspace, you can view the study’s ethics application and certificate by clicking “view” under the Lead Site section.

![Image of pSite Certification: REBX - Dec 2 (pSite-21-0018)]

**How can I see Lead Site documents?**

While in the pSite certification workspace, you can view the study’s Lead Site documents 2 ways.

1. by clicking view study and then selecting pSite documents under Documents

![Image of Study Documents]

2. or by clicking the Study Documents tab

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