Important Reminders:

Ethics approval is granted for 1 year and renewal for all sites is required within at least 30 days from expiry. This window varies between 30 days and year-round rolling renewals (depending on the Lead Site’s Board of Record.) The Lead Site must initiate the renewal; pSites will submit their own documentation once the Lead Site has initiated. All updates and status changes for sites continue to be logged in the History Feed of your REB workspace dashboard.

**Renewals are approved for ALL SITES through the Lead Site’s Board of Record**

- studies through CHREB and HREBA are eligible 30 days prior to renewal
- studies through HREB are eligible any time

Begin the Renewal Process

**NOTIFICATION**

3 reminder notifications are generated through the Lead Site’s REB. If the Lead study PI allows the study to expire, they must apply for the ability to renew. If not action is taken, the study is closed by the administration and funding suspended for 30 days post-expiry.

**INITIATE RENEWAL**

Click the “Create a Renewal” button from the side bar to activate the pop-up smart-form. *Note: the button will only be visible if the study is eligible for renewal by the study’s Board of Record*

**STUDY MODIFICATIONS**

Similar to previous processes, Lead Sites must withdraw submissions for modifications prior to submitting a renewal.

**SUBMISSION**

All sites use the Lead Site’s BoR renewal template. Fill out the renewal template with your site-specific information and click CONTINUE.

All pSites will receive the same renewal template from your BoR.
**CURRENT STATE**

Once the renewal has been submitted, the current state for the study will change to **Approved - Renewal Open / Pre-Submission**

**REVIEW**

Renewals will be reviewed and approved through the Lead Site's Board of Record.

All pSite renewals will transfer to the Lead Site's BoR and align with the Lead Site's renewal submission; resulting in a condensed renewal form and faster approval turn-around.

If the Board of Record requires additional information, the renewal will no longer be returned with questions. Instead, you can now edit or amend a submitted renewal application and make the requested changes before resubmitting.

**APPROVAL**

Once the renewal is approved, to view the certificate log back into the study workspace and the system will **automatically look for updates** and include a link to the certificate once complete.

All sites will share a common expiry date for any future renewals.

**See Your pSites' Renewals**

From your study's workspace, select the **Renewals** tab to view the current renewal in progress for all sites. This list all renewal submissions for the study and their current status. Select the name of the most current renewal. You will now be inside the Renewal workspace for the study.

**Push pSite Data to the BoR for Review**

Once in the Renewal Workspace, click on the **Sites** tab to view your pSite renewal submissions.

As Lead Site, you must confirm the pSites have completed uploading their Continuing Review Data. By default, the system indicates no documents have been submitted under the **Report Completed?** column.
How do I know if the pSite has completed the renewal submission?

Click the arrow next to the pSite you are reviewing under the **Execute Activity** and select **Report Continuing Review Data**. A pop up will open. If the pSite has filled out the template, you can click on the link under Supporting Documents. Check that the fields have also been completed for Continuing Review Data.

If the fields are empty, reach out to your pSites to encourage them to submit their Continuing Review Data. If complete, you must now push the data through to the BoR by **clicking the Report Completed box**.

!! REFRESH YOUR PAGE !!

The box should now show **Yes**. This indicates the renewal submission has been completed for that pSite.