

## QUICKSHEET – RESPONDING TO HiREB REVIEW LETTER

Following review, HiREB may send back a review letter with questions or comments for the research team to address. There are typically two types of review letters that require researcher response: Provisional Approval and Deferral. A provisional approval means that HiREB thinks the application would be ethically acceptable if their comments are satisfactorily addressed. Deferral means that HiREB has not yet made a decision on the application, and the researcher's response is required before the decision can be made.

### Logging In

There are three easy ways to access eREB:

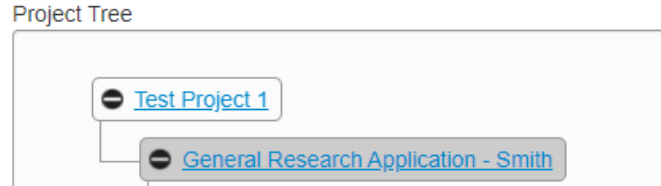
1. By typing <https://onlinesubmission.hireb.ca/> into the search bar of the browser (do not use Internet Explorer)
2. By clicking the 'eREB Applicant Login' button on the top right corner of the Hireb.ca website
3. Via the Citrix desktop "HiREB Electronic Submission" icon (HHS users)

This will take you to the log in page. Once there, enter the username and password associated with your account.

### Finding the Review Letter

The HiREB letter will be located in the "History" tab of your application.

1. Click on your project in the project tree



2. Click on the "History" tab



3. Select the history item associated with your review letter, and click the 'download' button on the far right side.

Notification received: Your HiREB Application has been given Provisional Approval which requires a response from you - please see attached letter.

Download

### Responding to HiREB

Upon receiving a Review Letter that requires the researchers to respond, the application automatically becomes unlocked so that you can make changes.

1. Click on your project in the project tree (see above)

2. In the Navigation Pane, click on the “**Filter Section**” and **change F1** from “New Application” to “Post Provisional Response”

The screenshot shows the HiREB application interface. At the top, there is a 'Study Title' field and a 'Project Tree' showing a 'Testing Prov approval letters' folder and a 'General Research Application - LPJ.HiREB.net' folder. Below this is a table with columns: 'Action Required on Form', 'Status', 'Review Reference', and 'Date Modified'. The 'Status' column for the 'General Research Application' is circled in red and contains the text 'Provisional Approval'. Below the table is a navigation pane with buttons for 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', and 'Centre'. The main content area is titled 'General Research Application' and has a 'Show Inactive Sections' checkbox. Below this is a table with columns 'Section' and 'Questions'. The 'Filter' section is highlighted with a red box and contains the text 'F1 - F1'. The 'Questions' column for the 'Filter' section contains the text '1.1 - 1.14'. The other sections and their question ranges are: Section 1: General Information (1.1 - 1.14), Section 2: Investigator and Training Information (2.1 - 2.8), Section 3: Study Locations (3.1 - 3.3), and Section 4: Description of Research (4.1 - 4.8).

If you do not change F1, you will need to obtain all the signatures again before the response can be submitted; **changing F1 reduces the number of signatures required for your response.** (Sections 18-1 - 18.3 will lock and sections 17.1 - 17.2 will unlock for additional signatures)

3. Revised submission must include a cover letter, which addresses each of the items identified in the provisional approval letter. The cover letter should be uploaded into section 16.10 of the General Research Application, or section 8 (Other Study Related Documents) for chart review, database and tissue applications.
4. If the REB has requested changes or clarifications to information you provided within an application form question, revise the response within the application as applicable.
5. **Delete all previous versions of documents (i.e., the versions from prior submissions that have subsequently been revised) from the application with your response. The application should only include documents for which you are currently seeking approval.** Do not remove documents that haven't been changed for which you are still seeking REB approval.
6. Upload clean AND tracked changes versions of all revised documents in applicable sections of the form.
7. Please note that all documents must have a version number and version date that correlates with the version number and version date of the uploaded documents indicated in the sections in the application form.

Once all the changes have been made, the application is ready for signature. The application will automatically submit once the signature(s) are applied to the form.

A response to HiREB is required within 60 days from the date of the review letter or the project will be considered abandoned unless the researcher has requested an extension.

## Questions?

**Should you have any questions or require further assistance, please contact Mirela Lukac, the eREB Helpdesk Administrator: 905 521-2100, ext 70014 or eREBhelpdesk@hhsc.ca.**