HiREB

Hamilton Integrated Research Ethics Board

Quick Sheet:
HiREB Invoicing through eREB

This Quick Sheet describes describes the REB invoicing process, including how to add an Invoice Contact and accessing invoices sent through eREB.

Related Quicksheets:
- Creating and Sharing New Studies
- Login and Setup

Invoicing Process

Some studies are subject to REB fees. More information about the fee schedule is available on the HiREB website. HiREB invoices are sent by the HiREB office on behalf of our organizations.

Invoices are issued after the meeting at which the application was reviewed or reported (General Research Applications) or after application processing (Tissue/Chart Review Applications). Invoices are issued via our eREB system. Effective January 2025, the invoice is also recorded in the Project History tab in our eREB system.

The first invoice email is sent from donotreply@Infonetica.ca. **Please make sure that this address is added to your 'safe sender' list or check your spam folder as needed**. Follow-ups/reminders are typically sent from hirebinvoice@hhsc.ca.

Invoice emails are typically sent to the study sponsor. By default, the Local PI (LPI) and Coordinator named in the application (if applicable) are copied on the email. If an Invoice Contact has been added to the study, they will also be copied.

Form and Project Owners do not automatically receive these emails. If the Form or Project owner would like to receive this notification, they must be given the "Invoice Contact" role. Form/Project owners will be able to see/download the invoice from eREB.

Adding an Invoice Contact

As noted above, invoices will automatically be sent to the LPI and Coordinator listed on the eREB application. For some studies/study teams, there may be an additional billing contact.

If you would like to add an additional recipient to the invoicing emails, this can be done by giving that person the “Invoice Contact” role. This does not require a HiREB amendment and Invoice Contacts can be added/removed at any time.

More information on giving roles can be found in the “Creating and Sharing New Studies” QuickSheet.

What else should I know about the Invoice Contact role?

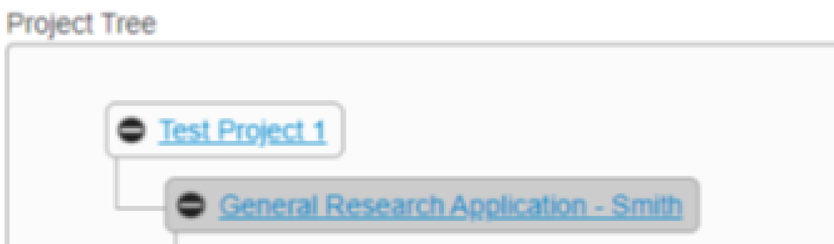
- This is a read-only role; users with this role cannot make changes.
- Users with this role can only see the forms that invoices could be sent on. This includes the initial application (e.g., General Research Application), renewal, and amendment forms.
- Project owners, form owners, and users with the Coordinator, Full Collaborator or Invoice Contact roles can give the Invoice Contact role to others.
  - The Read-Only role cannot give the Invoice Contact role
- Users with this role can give this role to others (in other words, a user with the Invoicing Contact role can give the Invoicing Contact role to someone else).They cannot give any other roles.
- As with all roles:
  - users cannot assign this role to themselves, and
  - this role can only be given to users with an eREB account. Instructions for creating a new user account can be found on our website.

If additional permissions are needed (e.g., ability to make changes or see other forms) then the user should be given an additional role. More information on roles is available in the “Creating and Sharing New Studies” QuickSheet.

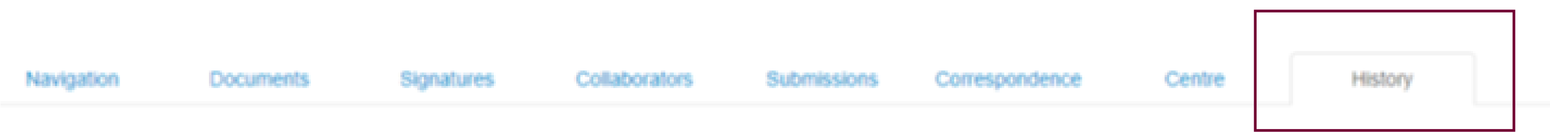
Accessing Invoices issued through eREB

Invoices sent after January 2025 will also now be available through the Project History Tab, and visible to any user with access to that application. To access invoices:

- From the Work Area, click on the applicable project.
- Select the applicable application (e.g., the initial application, renewal, or amendment as applicable) from the Project Tree.



- Click on the History tab



- Scroll through to find the invoice, or search “invoice” to locate, and click the ‘download’ button on the far right side.

Questions?

Adding invoice contacts, accessing invoices via eREB:

Mirela Lukac, eREB Helpdesk Administrator
(p) 905 521-2100, ext 70014
(e) erebhelpdesk@hhsc.ca

REB fees/invoicing in general:

The HiREB invoicing team via HiREBInvoice@hhsc.ca