

EXPIRED ETHICS CERTIFICATIONS

Ethics certifications are valid for a **one year** period. The onus is on the Principal Investigator (PI) to ensure studies are renewed in a timely manner. This responsibility is stated in the original certification letter. Effective Dec 11th, 2015 the management of expired ethics certificates is an automated system process via IRISS. **Any funding associated with expired certifications will be suspended within 30 days of an expired certificate.**

To assist with the renewal process, the system provides automated reminders:



- 1) **30** days before expiry
- 2) **15** days before expiry
- 3) **7** days before expiry

If no action is taken by the PI before the expiry date, the ethics certification will expire and a system notification is generated. **A closure report can be submitted for 29 days after the expiry date.** If a closure report is not submitted within this timeframe, the system will close the ethics certification. Automated closures are a breach of Investigator responsibility.

Where the certification has lapsed, **all research-related activities must be immediately suspended**, except where such suspension puts participants at risk. Expired certificates are non-compliant with the National Research Ethics Standard ([TCPS 2014](#)) and a breach of institutional (University of Calgary) ethics policy. Expired certifications will require that a new application be submitted; recruitment activities are not permitted until a valid certification is in place.

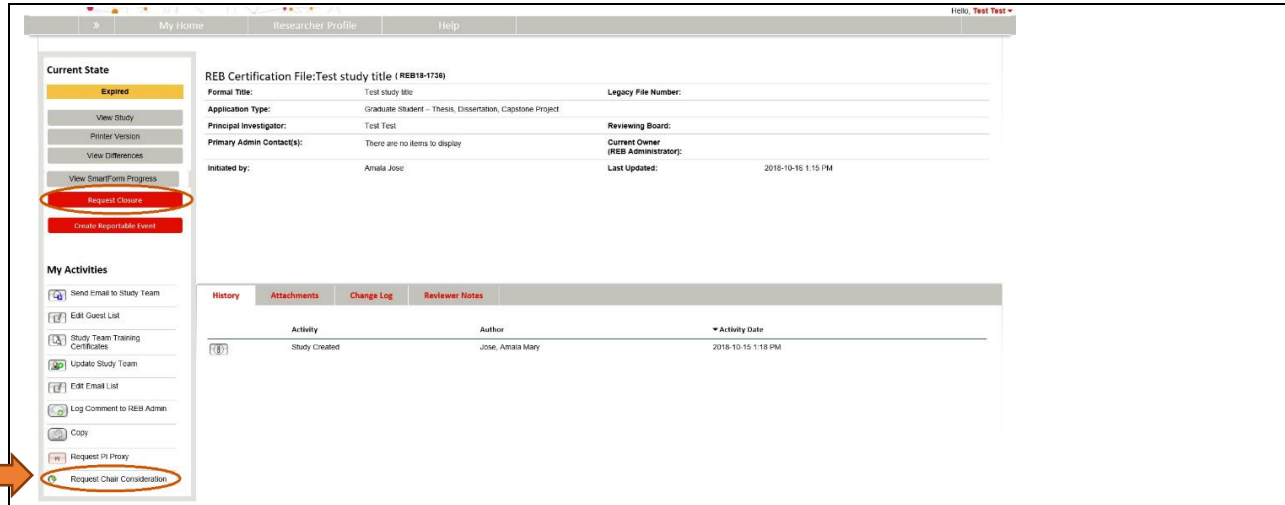
Extenuating circumstances?

The **Chair** of the REB determines if a renewal request will be permitted when a certificate has expired. A request for Chair consideration only applies when there are **extenuating circumstances** which prevents the Principal Investigator from submitting the renewal request before the expiry date.

 <ul style="list-style-type: none">• Illness or other unforeseen circumstances• PI left University; Co-I inherits study	 <ul style="list-style-type: none">• Busy• Out of town• On vacation• Coordinator not on study• Coordinator does not have IRISS account• Don't know how to do renewal/closure
---	--

In such cases, a “Request for Chair Consideration” can be submitted within **29 days** of the expiry date via IRISS. The following questions must be addressed for Chair consideration.

- 1) Clarify the reason for the lapse in expiry.
- 2) What preventative measures have you undertaken to ensure the annual renewal is submitted as required (*which is in the 30 day window immediately prior to the expiration date*)?
- 3) What research took place between when the study expired and submission of this request for Chair consideration?



The screenshot shows the IRISS user interface. On the left sidebar, under 'My Activities', the 'Request Chair Consideration' option is highlighted with a red circle and an orange arrow pointing to it. In the main content area, under 'Current State', the 'Request Chair Consideration' option is also highlighted with a red circle. The main content area displays details for a study titled 'REB Certification File:Test study title (REB19-1758)', including fields for Formal Title, Application Type, Principal Investigator, Primary Admin Contact(s), Initiated by, Legacy File Number, Reviewing Board, Current Owner, and Last Updated.

The Chair will determine if the request to submit a renewal is approved or declined. A system notification will be generated when the determination is made.

Request Chair Consideration

A request for Chair consideration only applies when there are **extenuating circumstances** which prevented the Principal Investigator from submitting the renewal request before the expiry date. In such cases, complete the following questions which will be considered by the Chair.

* Clarify the reason for the lapse in expiry:

* What preventative measures have you undertaken to ensure the annual renewal is submitted as required (*which is in the 30 day window immediately prior to the expiration date*)?

* What research took place between when the study expired and submission of this request for Chair consideration?

Note: This request for Chair consideration does NOT replace completing the renewal request. If granted, the Principal Investigator will have 7 days to submit the renewal request.

Clicking OK will immediately route the request to the Chair.