

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.

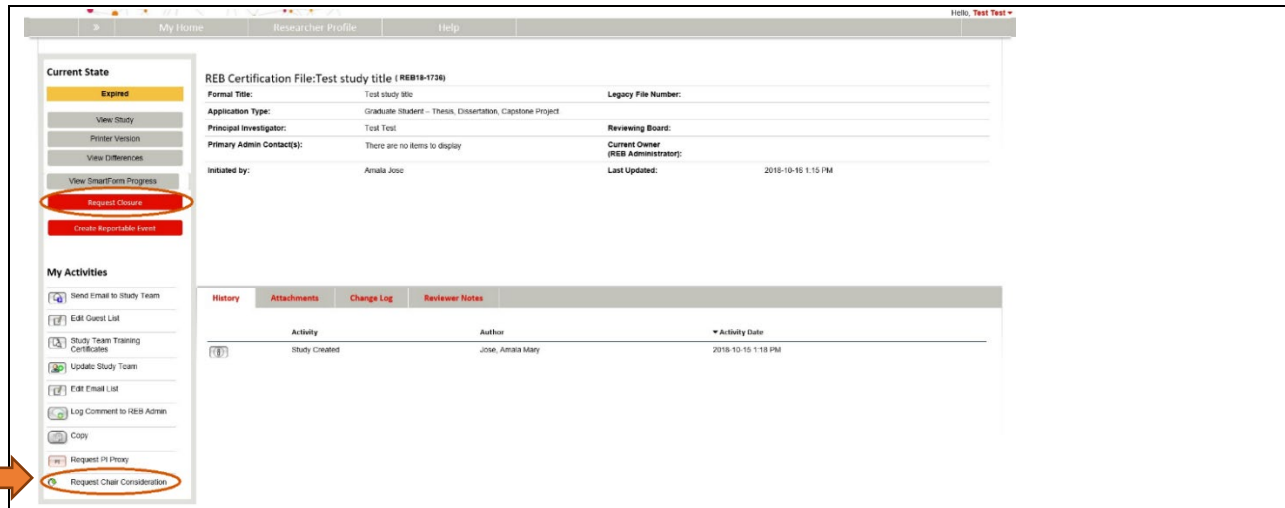
Extenuating circumstances?

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
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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, there is a sidebar with 'My Activities' listed. The 'Request Chair Consideration' option is highlighted with a red circle and an orange arrow pointing to it. The main content area shows details for a study titled 'REB Certification File: Test study title (REB18-1734)'. The 'Request Chair Consideration' button is also highlighted with a red circle.

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.