

CREATE A RENEWAL - CFREB

GENERAL GUIDANCE

1. Ethics approval is valid for one year. The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans ([TCPS2](#)) and University of Calgary's [Research Integrity Policy](#) mandate that renewals are required on an **annual basis** to maintain approval.
2. A study can be renewed **only within 30 days of the expiry date**. **'Create a Renewal' button appears on Study Workspace 30 days prior to expiration date.**
3. Automated Reminder notifications are sent in IRISS at **30 days, 15 days, and 7 days** before the expiration date.

If you have a Modification open during the renewal time period, you will not see 'Create a Renewal' button on Study Workspace. In order to complete the Renewal, please withdraw the modification.

4. Submitting a renewal indicates that data collection/interaction with participants is ongoing. If it is submitted by mistake, please withdraw the submission or contact your REB administrator (via log comment to REB administrator) for guidance.

PREPARING THE RENEWAL REQUEST

When your study is ready to be renewed, you will be able to see '[Create a Renewal](#)' button on your certification Workspace.

1. Log in to IRISS: <https://research.ucalgary.ca/iriss>
2. You will find the study under your **REB** tab. Click on the name of the approved study to open the Study Workspace. (Note: if the study is within **7** days of the expiry date, it is under the **INBOX** tab).
3. Click on the **Create a Renewal** activity button found on the left-hand side of the page.



The screenshot shows the IRISS interface for a study titled "REB Certification File:Test study_IRISS Userguides (REB18-1385)". The study is in an "Approved" state. The left-hand navigation pane includes buttons for "View Study", "Printer Version", "View Differences", "View SmartForm Progress", "Create a Renewal" (highlighted with a red circle and an orange arrow), "Request Closure", and "Create Reportable Event". The main content area displays study details:

Formal Title:	Test study_IRISS Userguides	Legacy File Number:	
Submission Type:	Faculty/Staff Research	Principal Investigator:	Test Test
Primary Admin Contact(s):	Amala Jose	Approving Board:	CFREB
Original Approval Date:	October 3, 2018	Certificate of Approval:	View
Last Approval Date:	October 3, 2018	Letter of Approval:	
		Expiration Date:	October 31, 2018

At the bottom of the page, there are tabs for "History", "Attachments", "Change Log", and "Reviewer Notes".

5. This will open the Renewal Request form.



6. Complete the questions on **General Information** page (see below). An explanation may be required based on your response to these questions.

General Information

1.0 * Have all modifications been requested and approved?

Yes

No

N/A

[Clear](#)

1.1 If **no**, briefly describe why modification requests were not submitted:

2.0 * Have there been any complaints about the research?

Yes

No

[Clear](#)

2.1 If **yes**, briefly describe the complaints:

3.0 * Has there been any new or relevant information about the risks associated with the research in the last 12 months?

Yes

No

[Clear](#)

3.1 If **yes**, briefly describe this new or relevant information:

Click the 'Save & Close' button to close this form. (This action does NOT submit the renewal request)

Important!

Q1: An explanation is required if you answer “**No**” to this question.

Q2.0 and **Q3.0:** An explanation is required if you answered “**Yes**” to either of these questions.

As noted in the TCPS2 Article **6.14**, the level of research ethics review may be adjusted over the life of the study based on the level of risk and assessment by Research Ethics and Compliance staff, and at the discretion of the CFREB Board Chair. Thus, an annual renewal submission of a study approved under delegated review at the time of certification may be elevated to the full board if there is an increase in risk to or other ethical implications for the participants since the initial review.

- Once you have completed all the questions, click Save & Finish (this action does NOT submit the renewal request). You will be directed to the renewal workspace.

Click the "Save & Close" button to close this form. (This action does NOT submit the renewal request)

You will be directed to the Renewal Workspace.

Once all required information has been entered, the Principal Investigator will be able to submit the renewal request by clicking on the "Submit Renewal" activity button on the left-side menu of the Renewal Workspace.

Click REB18-1101 to view the current approved Study.



SUBMIT THE RENEWAL FOR REVIEW

- Click on **Submit Renewal** under **My Activities** on the left side of the page. The Principal Investigator and members listed on the study team can **Create, Edit, View** and **Submit** the annual renewal.

- The system will conduct an 'error check' to identify if any required questions were missed. If any errors are shown, navigate to the indicated questions and fill in the required information. When all the required items are complete, the PI or the study team member must click **Submit Renewal**
- Read attestations in Submit Renewal box and **check box** beside "**I agree with the above statements:**"
- The submission will transition from the **Pre-Submission** state to the next state titled **Under Ethics Resource Officer Review: Renewal Requested**.
- You will receive an email indicating the submission was successful. Please contact the IRISS Help Desk for additional support: iriss.support@ucalgary.ca (403) 210-9300 or 1-855-222-2345.