

## TRANSFER YOUR STUDY to HREBA.CC

In 2015, the CHREB delegated review of all cancer related research to the Health Research Ethics Board of Alberta – Cancer Committee. All cancer related submissions to the CHREB will be closed and the research team will be responsible to stage and submit to HREBA.CC. The delegation of cancer related research is noted on the first page of the ethics application.

### Research Ethics Board

If your study involves disclosure of personal health information you are required to apply to either CHREB or HREBA. For University of Calgary applications, the Board of record is determined by the faculty or affiliation of the PI. All questions preceded by a red asterisk (\*) are required responses that map you to the application sections that are relevant to your study. All questions within the section to which you are mapped must be addressed.

1.0 \* Select the appropriate Research Ethics Board:

- CFREB University of Calgary - Conjoint Faculties Research Ethics Board:
- Faculty of Arts
  - Faculty of Environmental Design
  - Faculty of Graduate Studies
  - Faculty of Law
  - Faculty of Science
  - Faculty of Social Work
  - Faculty of Veterinary Medicine
  - Haskayne School of Business
  - Institute for Sustainable Energy, Environment and Economy
  - School of Public Policy
  - Schulich School of Engineering
  - Werkbund School of Education

- CHREB University of Calgary - Conjoint Health Research Ethics Board:
- Cumming School of Medicine
  - Faculty of Kinesiology
  - Faculty of Nursing

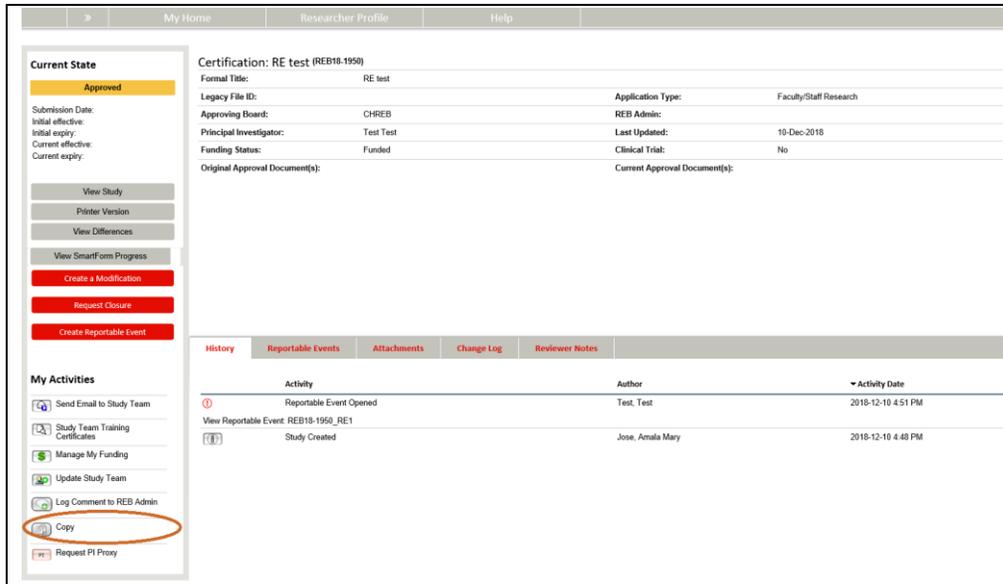
 **Note:** The CHREB has delegated review of all 'cancer-related' research to HREBA.CC. For access to that committee's ethics application please email [iriss.support@ucalgary.ca](mailto:iriss.support@ucalgary.ca).

- HREBA-CC Health Research Ethics Board of Alberta - Cancer Committee:
- The Cancer Committee mandate is to provide ethical review of cancer related studies involving human participants and/or research requiring access to personal information in the custody or control of a data custodian defined under the Health Information Act of Alberta.

**IMPORTANT** – If you do not see HREBA.CC as a selectable option below the CHREB, it means your account is not configured for submission to HREBA.CC. Email [iriss.support@ucalgary.ca](mailto:iriss.support@ucalgary.ca) to have HREBA.CC added. All members of your study team will need to do this.

### How to transfer the study for submission to HREBA.CC:

1. Log in to IRISS: <http://www.ucalgary.ca/iriss/>
2. Find the closed ethics application under the tab **REB** or **REB Protocol Research List**. Click on the study name.
3. This will take you to the Study Workspace. Click on the **Copy** activity button found on the left-hand side of the page.



**Current State**  
Approved

Submission Date:  
Initial effective:  
Initial expiry:  
Current effective:  
Current expiry:

View Study  
Printer Version  
View Differences  
View SmartForm Progress  
Create a Modification  
Request Closure  
Create Reportable Event

**My Activities**

- Send Email to Study Team
- Study Team Training Certificates
- Manage My Funding
- Update Study Team
- Log Comment to REB Admin
- Copy**
- Request PI Proxy

**Certification: RE test (REB18-1950)**

Formal Title: RE test

Legacy File ID: \_\_\_\_\_ Application Type: Faculty/Staff Research

Approving Board: CHREB REB Admin: \_\_\_\_\_

Principal Investigator: Test Test Last Updated: 10-Dec-2018

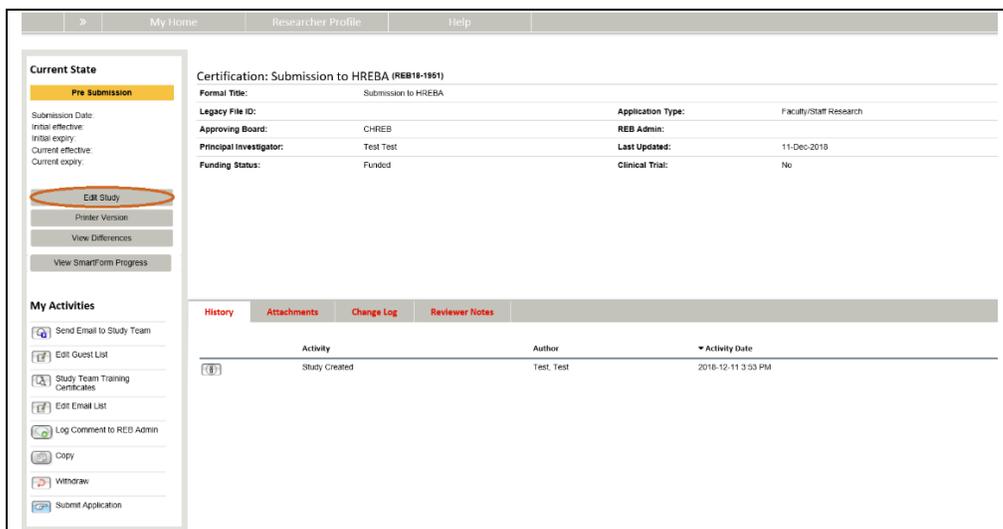
Funding Status: Funded Clinical Trial: No

Original Approval Document(s): \_\_\_\_\_ Current Approval Document(s): \_\_\_\_\_

**History** | Reportable Events | Attachments | Change Log | Reviewer Notes

Activity	Author	Activity Date
Reportable Event Opened	Test, Test	2018-12-10 4:51 PM
View Reportable Event: REB18-1950_RE1		
Study Created	Jose, Amala Mary	2018-12-10 4:48 PM

- This will create a new study that can be found under your **INBOX** tab.
- Click on the name of the study that is in Pre-submission.
- Click **EDIT Study**



**Current State**  
Pre Submission

Submission Date:  
Initial effective:  
Initial expiry:  
Current effective:  
Current expiry:

View Study  
Printer Version  
View Differences  
View SmartForm Progress  
Edit Study  
Request Closure  
Create Reportable Event

**My Activities**

- Send Email to Study Team
- Edit Guest List
- Study Team Training Certificates
- Edit Email List
- Log Comment to REB Admin
- Copy
- Withdraw
- Submit Application

**Certification: Submission to HREBA (REB18-1951)**

Formal Title: Submission to HREBA

Legacy File ID: \_\_\_\_\_ Application Type: Faculty/Staff Research

Approving Board: CHREB REB Admin: \_\_\_\_\_

Principal Investigator: Test Test Last Updated: 11-Dec-2018

Funding Status: Funded Clinical Trial: No

**History** | Attachments | Change Log | Reviewer Notes

Activity	Author	Activity Date
Study Created	Test, Test	2018-12-11 3:53 PM

- Navigate to the *Research Ethics Board SmartForm* – change the board from CHREB to HREBA.CC, save your selection.

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8. Click **Exit**, this will take you to the study workspace.
9. Click on the Copy activity button found on the left-hand side of the page. This activity triggers the correct ethics ID (HREBA.CC-xx-xxxx). **HREBA requires the ethics ID to start with HREBA before they will review your ethics application.**
10. After you copy the study, click on the **Withdraw** button to close the staged study (with the REB ethics ID)
11. Navigate back to your INBOX tab – the new ethics file with the HREBA ID will be under your INBOX tab.
12. Review the ethics application and complete any new questions that are specific to HREBA.CC.
13. The PI can now submit the new application to HREBA.CC.