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# Memo

Date: August 15, 2011

RE: Renewal Applications - REB Coordinator Authority to Issue Approval Letters

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All renewal/continuing review applications that require full board review are reviewed by the board at a convened meeting. When the decision by the full REB is to approve the study, the Research Ethics (REB) Coordinator has the authority to issue the approval letter (via the O2 system) to the Investigator on behalf of the board.

All renewal/continuing review applications that require expedited review are reviewed by the Chair and/or another designated, qualified REB member. Following the review and approval of the renewal application the Research Ethics Coordinator has the authority to issue the approval letter (via the O2 system) to the Investigator on behalf of the board.

In both instances, the history log will document the REB Coordinator's electronic signature instead of the Chair's signature.

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*The Ontario Cancer Research Ethics Board operates in compliance with and is constituted in accordance with the requirements of: The Tri-Council Policy Statement 2 on Ethical Conduct of Research Involving Humans; The International Conference on Harmonization of Good Clinical Practices; Part C Division 5 of the Food and Drug Regulations of Health Canada; and the provisions of the Ontario Personal Health Information Protection Act 2004 and its applicable Regulations.*



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