Stage 1 – Initial Planning.
Research idea, thesis proposal, etc. – there may be consultation, lit. review, peer review, community meetings, team meetings. The research idea is finalized, the partners agree, the survey is written.
No recruitment yet and no research requiring review.

Stage 2 – Funding Applications (OPTIONAL).
Prepare grant applications, funding is received.

Stage 3 – Ethics Application & Approval.
Complete and submit ethics application to REB/ ACUC. Review & Approval.

Stage 4 – Research Begins.
Operational approval is complete, animals ordered, equipment purchased, staff hired, research starts.

Stage 5 – Amendment
Conditions change, opportunities emerge, you need to change your research so you SUBMIT an AMENDMENT to your ethics application. Repeat as necessary.

Stage 6 - Renewal.
Your first ethics approval is nearing an end. Time to report on your work over the past year and request a renewal. Repeat as necessary.

Stage 7 – Closing Report.
No additional animals needed, no further interaction with human participants, no need to go back to original participant’s records (medical or otherwise). SUBMIT a CLOSING REPORT to close the study.

Principal Investigator
(usually academic staff, sometimes a trainee)

“SUBMIT”

ENVIRONMENT, HEALTH & SAFETY (where applicable)
- Biohazard Review
- Chemical Safety
- Radiation Safety

OPERATIONAL REVIEWS (where applicable)
- Animal Services Unit
- Internal Review
  (Depts. of Medicine, Pediatrics)
- Department sign-off

Approval issued for life of project*

RESEARCH ETHICS OFFICE

REB/ACUC Coordinator

REB/ACUC Review
(Full or Delegated)

Approval issued for up to one year*

APPROVAL NOTIFICATIONS Sent Automatically to:
- PI/ Supervisor & Study Staff
- RSO
- Animal Service Units
- NACTRC (AHS), Covenant Health, etc.
- U. of Lethbridge (HREB)
- Subject pools

*Approvals are valid for the period indicated as long as there are no changes to the protocol. Any changes must be submitted to the ACUC/ REB for review prior to implementation.

October 14, 2014