

**HOW TO APPLY TO THE QUEEN'S UNIVERSITY HEALTH SCIENCES  
AND AFFILIATED TEACHING HOSPITALS RESEARCH ETHICS BOARD (REB)**

**Chair: Dr. Albert Clark, Ph.D.**  
**Coordinator: Ms. Kathy Reed**  
**Ethics Assistant: Ms. Gail Irving**

All research undertaken within the Health Sciences, requiring the participation of human subjects, must be approved by the Queen's University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (REB). Initial applications are made on the form entitled "Queen's University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board - Ethics Submission Form for Research Involving Human Subjects or Informants" (REB SUBMISSION FORM). The form is available on the Office of Research Services website - <http://www.queensu.ca/vpr/reb.htm>

The Committee requires:

- 1 Original + 16 copies of the completed form. Investigator's Signature and Department Head or Director Signature is required on page 1
- 16 copies of the Information/Consent Form
- 3 copies of the study protocol (4 if it is a drug study)
- 2 copies of the Investigator Brochure or Product Monograph (if available)
- 1 original of the Office of Research Services Data Summary and Signature Sheet

The Committee meets once a month (usually the second Monday) and submissions are due on the Monday - two weeks prior to the meeting date. A yearly schedule of submission dates and meeting dates is available on the website.

Researchers should be aware that the major granting councils (funding SSHRC, MRC and NSERC) now require institutions to withhold the release of funds until appropriate ethics reviews have been conducted and approved. We recommend that you submit your REB proposal within 30 days of submitting your grant application.

REB approval is valid for one year only. Projects must be reviewed annually. If there are no significant changes a one page annual renewal form for the second and third year renewal can be submitted for review. Reminders for renewals will be sent out by the Ethics Office. A full submission for the project may be required every three years.

Completed applications should be delivered to the Ethics Office,  
Research Services, Room 307, Fleming-Jemmett

**For more information on REB requirements and forms, please contact:**

**Gail Irving ,**  
**Ethics Assistant**  
**533-6000 ext. 74579**

**or**

**Kathy Reed,**  
**Coordinator, (REB)**  
**533-6000, ext. 77000.**