

## RESEARCH ETHICS BOARD

### Delegated/Expedited Review Process Guidelines

#### Eligibility:

A full Research Ethics Board review is the default for most applications submitted to the WRH REB. However, some research ethics submissions may be eligible for delegated/expedited review, should the Principal Investigator (PI) request it, and the criteria below are met:

- **For new project submissions:** only those with **minimal risk** (as determined by the REB) would be considered eligible for delegated review:
  - Minimal risk may include **retrospective chart reviews** or research using **secondary or archival data**
  - Projects that have received formal approval from the University of Windsor REB and are being submitted to the WRH REB under the reciprocal review agreement

**NOTE:** New projects being submitted under the delegated/expedited review pathway are still required to undergo [Office of Research Intake Review](#), including the receipt of a WRH Letter of No Objection that must be included in the ethics submission package.
- **For all other submissions:** only those with **minimal risk and minor changes** (as determined by the REB) would be considered eligible for delegated/expedited review, such as:
  - Administrative changes to participant materials such as recruitment posters or scripts
  - Authorized translations of documents previously approved
  - Addition of new research team members to projects
  - Annual review of approved minimal risk research where there has been no changes to the research
  - Annual review of approved research that is more than minimal risk if enrolment is closed permanently, and all research-related interventions for ALL participants are complete.

#### Application Process:

1. The PI will email the REB Administrator ([research.ethics@wrh.on.ca](mailto:research.ethics@wrh.on.ca)) the complete ethics application package and include in the email that they are requesting an expedited review of their submission.
2. If the submission meets the above criteria and is a complete package, the project will be forwarded by the Administrator to the WRH REB Chair. The Chair will provide final determination if the submission is eligible for delegated review.
  - a. If the Chair determines the submission does not meet the Delegated review criteria and risk is considered greater than minimal, then the submission will be presented at the next full REB meeting.
  - b. If the Chair determines the submission qualifies for delegated review, the submission will be reviewed by the board off-cycle.
3. If after delegated/expedited review, one or more of the REB member(s) is not able to approve the submission, then the submission will be referred to the next Full Board meeting for review.
4. A decision letter will be issued to the PI within two weeks. Please note, there are **no deadlines for expedited review requests** but submissions made within two weeks prior to the scheduled REB meeting will be deferred to be reviewed at the meeting.