

| Step # | Step | Responsibility | Action | Recipient | Document | “Cadre de référence” Article: |
|--------|--|-----------------------------|---|-------------------------------------|--|--|
| 1 | Submit project for single REB review by MUHC REB <ul style="list-style-type: none"> Request to act as reviewing REB (R-REB) Request science & ethics review Request authorization -Feasibility review | Coordinating PI (MUHC) | Submit <ul style="list-style-type: none"> F11 (or one of its variants, include the names of all external PI's and participating sites) in Nagano Network ICF (Use MSSS template) and all other documents as applicable. | Reviewing REB (MUHC) | <ul style="list-style-type: none"> F11 (or one of its variants, including the names of all external PI's and participating sites) Network ICF and all other documents as applicable | 6.1, 6.3 6.5 (bank) 6.2 vs. 7.5 9.2 (authorization) 10.1 (feasibility) |
| 2 | Declaration letter R-REB CUSM | MUHC R-REB | <ul style="list-style-type: none"> Prepares and sends the MUHC R-REB declaration letter REB coordinators ensure that a feasibility evaluation will be done at MUHC. | Coordinating PI (MUHC) | <ul style="list-style-type: none"> OD: MUHC R-REB declaration letter | 7.1, 7.2, 7.5 6.2 vs. 7.5 |
| 3 | Distributes the R-REB MUHC declaration letter | Coordinating PI (MUHC) | Forwards the R-REB MUHC declaration letter. | Sponsor, External PIs, External PMs | <ul style="list-style-type: none"> OD: MUHC R-REB declaration letter | 6.3 9.3 |
| 4 | Identification of external PIs, institutions, local particularities and proof of qualifications | External PI | <ul style="list-style-type: none"> Identifies himself and provides proof of qualifications | R-REB MUHC | Email the MUHC R-REB coordinator identified on the OD: MUHC R-REB declaration letter <ul style="list-style-type: none"> Research privileges Practice Privileges C.V. F1MP | 6.3 9.3 |
| 5 | Approval R-REB MUHC / REBA | MUHC R-REB | Approves the project and sends via Nagano the R-REB approval, the Network ICFs and all other approved documents (fr, en) | Coordinating PI (MUHC) | <ul style="list-style-type: none"> Approved F11, F20, F1MP O.D. MUHC R-REB approval Network version of the ICF and other documents (fr, en) Local MUHC ICF and other documents (fr, en TC, clean) - optional | 8.2 à 8.5 8.6 12.1, 12.2 (re : O.D.s for ongoing reviews) |
| 6 | Distributes the MUHC R-REB approval | Coordinating PI (MUHC) | Forwards the MUHC R-REB approval, the network ICF and other approved documents (fr, en) | Sponsor, External PI, External PM | <ul style="list-style-type: none"> MUHC R-REB approval Network version of the ICF and other documents (fr, en) | 8.5 11.2 |
| 7 | MUHC authorization | MUHC feasibility evaluators | <ul style="list-style-type: none"> Reviews and approves the feasibility aspect for which s/he is responsible Forwards the relevant O.D. (contract, pharmacy, ...) as applicable | Coordinating PI (MUHC) | <ul style="list-style-type: none"> “Under review” status (system info) OD in Nagano as applicable (contract, pharmacy,...) | 9.2 10.1, 10.2 |
| 8 | Submit the local MUHC ICFs and other documents (fr, en, TC, clean) | Coordinating PI (MUHC) | Submit: <ul style="list-style-type: none"> F5MP Local MUHC ICFs and other documents (fr, en, TC, clean) | MUHC PM | <ul style="list-style-type: none"> F5MP Local MUHC versions of all documents (Fr, En, TC, clean) | 11.6 |

| Step # | Step | Responsibility | Action | Recipient | Document | “Cadre de référence” Article: |
|--------|---|------------------------|---|------------------------|---|---|
| 9 | MUHC Authorization by the PM | MUHC PM | <ul style="list-style-type: none"> Approves the F5MP Authorizes the conduct of the research at MUHC | Coordinating PI (MUHC) | <ul style="list-style-type: none"> O.D. : MUHC authorization to conduct the research at MUHC MUHC local version of ICFs (Fr, en) | 9.1 10.1 (feasibility) 11.3, 11.4, 11.5 11.7 |
| 10 | Forward the MUHC authorization | Coordinating PI (MUHC) | Forwards the MUHC authorization to conduct the research at MUHC and the local MUHC version of the ICFs and other documents (fr, en) | Sponsor | <ul style="list-style-type: none"> MUHC authorization to conduct the research local MUHC version of the ICFs and other documents (fr, en) | 11.7 |
| 11 | Request external site authorization | External PI | Submits a request for authorization to conduct the research at the external institution and the local external version of the ICF and other documents (fr, en, TC, clean) | External PM | <ul style="list-style-type: none"> MUHC R-REB approval Network version of the ICF and other documents (fr, en) Local external versions of the ICFs and other documents (fr, en, TC, clean) | 11.1 |
| 12 | Validation and transmission of the EXT version of the ICF and other documents (fr, en, TC, clean) | External PM | Forwards the institution’s authorization to conduct the research at the external site and the EXT-ICFs and other documents (fr, en, TC, clean) | R-REB MUHC | E-mail including: <ul style="list-style-type: none"> the authorization to conduct the research at the external sites external version of the ICFs and other documents (fr, en, TC, clean) | 11.6, 11.7 |

Legend:

R-REB = reviewing REB

OD = official document

EXT= external

ICF = Informed Consent Form

Local ICF = The Informed consent form of the R-REB’s site

External ICF = The informed consent form of an external site

Network ICF = the REB approved consent form template to which each local site’s administrative info must be added

MEO = a multicenter project that was evaluated by an outside REB and plans to open at MUHC

N= Nagano - a computer based research platform

PI = principal investigator

PM = “person mandated” the person mandated by the institution to authorize research

N.B.: “External” refers to any site other than the site of the reviewing REB. On this algorithm, MUHC is the reviewing REB so external refers to external to the MUHC