RESEARCH ETHICS BOARD

Message from Chair to Researchers

Dear Research Applicant:

The extent of review and monitoring of research protocols as defined by national guidelines such as the [Canadian Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans 2018](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html), [Health Canada ICH-GCP guidelines](https://www.canada.ca/en/health-canada/services/drugs-health-products/drug-products/applications-submissions/guidance-documents/international-conference-harmonisation/efficacy/good-clinical-practice-consolidated-guideline-topic.html), and the [US Office for Human Research Protections](https://www.hhs.gov/ohrp/) are in place to protect research subjects, as well as investigators. The QCH Research Ethics Board makes every effort to adhere to regulatory requirements and provide appropriate review and timely responses to clinician/investigators and sponsors. Furthermore, direct costs of research should be independent of hospital operating funds.

The fees described below will support the Queensway Carleton Hospital Research Ethics Board in fulfilling its mandate in the review and monitoring of research protocols as defined by national guidelines in the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans (2018).

The Research Ethics Board has implemented a **$1500.00** administrative fee for all research projects submitted for review, and a **$500.00** administrative fee for renewals and major amendment applications. Non-funded studies are usually exempt, and smaller studies may be waived from this REB administrative fee. Under special circumstances the committee will consider requests for fees to be waived or reduced on an individual basis.

| Service | Fee | Form |
| --- | --- | --- |
| Initial REB review | $1500.00 | Form A – Application for Study Approval |
| Major Amendment | $500.00 | Form B – Study Amendment Request & Deviation Reporting |
| Annual Renewal | $500.00 | Form C – Annual Renewal Request |
| Termination | $0.00 | Form D – Study Termination Report |

Should you have any questions, please contact Kristian Gundersen in the Medical Affairs Office at [kgundersen@qch.on.ca](mailto:kgundersen@qch.on.ca), or (613) 721-2000 ext. 5634.

Yours truly,

Laith Bustani, M.D.

Chair – Queensway Carleton Hospital Research Ethics Board