

**SECTION 1 – GENERAL INFORMATION**

1.1 Date of request submission:	
1.2 Short title of project:	
1.3 Full title of project:	
1.4 File number (ROMEO):	
1.5 Principal investigator:	
Facility:	
Mailing address:	
Telephone:	
Email:	
1.6 Name of co-investigator(s)	
1.7 Person supervising the research ( <i>if research is being conducted by a student or postdoctoral fellow</i> ):	
Facility:	
Telephone:	
Email:	

**SECTION 2 – INFORMATION ON PROJECT PROGRESS**

**2.1 Indicate the current status of the research project:**

- In progress / participant recruiting not started
- In progress / participant recruiting in progress
- In progress / participant recruiting finished
- Project interrupted

**2.2 Please indicate the initial final approval date of the project:** \_\_\_\_\_

**2.3 Please indicate the anticipated end date of the project:** \_\_\_\_\_

**2.4. Have you submitted a previous request for continuous evaluation (annual renewal) of REB approval for this project?**

- Yes
- No

If so, please specify the date of the last request: \_\_\_\_\_

If your last renewal was over a year ago, please explain why.

**2.5 Briefly describe the project in layman's terms without cross-referencing the project protocol:**

**2.6 Describe, in a few lines, the current stage of the project** (e.g., participant recruiting, data analysis, etc.).

**2.7 If the project required research participants, please specify the following:**

2.7.1 The number of participants required to be recruited;

2.7.2 The number of participants who have agreed to take part in the project thus far;

2.7.3 The number of participants who have withdrawn from the project;

The main reason for withdrawal (if known).

**2.8 Have there been any problems with the participant recruiting process?**

Yes

No

If so, please explain:

### SECTION 3 – INFORMATION CONCERNING THE PAST YEAR

**3.1 Research protocol**

Have there been changes to the research protocol since the last REB annual approval?

Yes

No

Specify the last version (version number, date) and date of the approved protocol:

Specify the REB approval date of this version: \_\_\_\_\_

**3.2 Consent form**

Have there been changes to the consent form since the last REB annual approval?

Yes

No

Specify the last version (version number, date) and the date of the approved form(s):

Specify the REB approval date of this version: \_\_\_\_\_

**3.3 Other documents (questionnaires, advertising, information pamphlets, etc.)**

Have there been changes to other documents since the last REB annual approval?

- Yes  
 No

Specify the last version (version number, date) and the date of the other approved documents:

Specify the REB approval date of this version: \_\_\_\_\_

**3.4 Has the study been temporarily interrupted?**

- Yes  
 No

If so, was the REB informed?

- Yes  
 No

Please explain the circumstances:

**3.5 Have results from the study been published or presented?**

- Yes  
 No

If so, please describe:

**3.6 Have any co-investigators joined or withdrawn from the project?**

- Yes  
 No

If so, was the REB informed?

- Yes  
 No

If you checked “no”, please advise the REB and submit the revised documents (e.g., consent form) based on this change.

**SECTION 4 – ADDITIONAL INFORMATION**

**4.1 Have there been any problems with the departments/sectors involved (e.g., phlebotomy, IT) over the course of the project?**

- Yes  
 No

If so, please explain:

**4.2 Have there been any problems in carrying out the project (e.g., equipment out of service, lack of materials, etc.) or any significant events that occurred in a facility where the project is taking place?**

- Yes  
 No

If so, please explain:

**SIGNATURE**

Your signature attests to the following:

- The information contained in this form has been provided in good faith and to the best of your knowledge;
- All researchers involved in this request have reviewed the request and approve of its content;
- You will fulfill the role and responsibilities incumbent upon you throughout the completion of this research project;
- You undertake to obtain prior authorization from the Research Ethics Board for Research Involving Humans before implementing any substantial change to this research project.

\_\_\_\_\_  
**Signature of Principal Investigator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**First and last name (please print)**

**Form completed by:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

I confirm that I reviewed this renewal request (filled out by the student researcher or postdoctoral fellow) before submission to the REB.

\_\_\_\_\_  
**Signature of person supervising the research project** *(if principal investigator is a student or postdoctoral fellow)*

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**First and last name (please print)**