

Holland Blcorview Kids Rehabilitation Hospital

eREB Applicant Manual

Access eREB Platform

- 1. Launch Internet Explorer or Google Chrome and Log In to eREB using the following link: <u>ereb.hollandbloorview.ca</u>. The link can be accessed on or off site.
- If this is your first time using the eREB platform, you will need to create a new account. To register, click the "New User" button. New User Users are required to utilize their <u>Holland Bloorview</u> email address.
- **3.** Once registered, the eREB System Administrator will validate your request. Once your account is validated, you will receive a confirmation email from the eREB System Administrator.

Create Project and Begin Initial Application

1. Under the Actions menu, select Create Project dialog box.



- Enter the Project Title and click Create. This will be used to differentiate studies in the "Projects" menu in your Work Area. You will have an opportunity in the application to include your Full Study Tile. Once a project is approved by the REB, the Project Title can only be changed through an amendment.
- Once the Project has been created, you will be taken directly to the Initial Application and you can start answering questions and uploading documents. Please note the Initial Application is a smart form and sections will appear depending on your answers.
- 4. Once you arrive to the end of a page, press "Next" to continue to the next section of the application. Selecting any icon on the Actions menu will save your application.



NOTE: The application form is a smart form. Only questions that are triggered by your previous responses will appear. All questions that appear in the form are mandatory questions. The only exception is if the question says 'if applicable'.

Home Page	
1. Access a Project: Projects are listed Holland Biogrylaw eREB Applications Home Contacts	d under the home page . (If you are not at the homepage, click Home
Work Area 🗸	Work Area
tione 7 Hotheations	General
Actions •	Notifications Signatures Transfers Shared
Create Folder Dates Folder Deate Project	7 0 0 0
Dahlete Projection Denkete Projection	Projects
	Stearch Projects Project Title © Project ID + Owner © Date Created © Date Modified © Transfer Status ©
	Test Activity Implementation Value Activity Machine Activity Maching Activity Maching Activity
	Test- April 9 PM 78 Ms Wel SJ 10:04/2020 02:51
2. Access a Specific Submission Form	r.
b. On the following page, clickc. A drop down menu with al	k Project Tree at the top I associated submissions will appear. Click on the submission. (see below)
Click "Project Tree"	Submissions appear
Print Tex	Project Tree 🗸
Form Status Review R	eference
	Initial Application Amendment - O Continuing Review
ve Others Access to a Project	
ve Others Access to a Project	
ve Others Access to a Project Select Home Page and click on the pro	oject of interest.
ve Others Access to a Project Select Home Page and click on the pro	oject of interest.
ve Others Access to a Project Select Home Page and click on the pro Under the Actions toolbar, click Share	oject of interest.
 ve Others Access to a Project Select Home Page and click on the pro Under the Actions toolbar, click Share Type in e-mail addresses of collaborat you will be prompted to invite them to eREB system administrator to activate 	oject of interest. Share cors and select the levels of access. If the collaborator does not have an eREB acco o create an account. If an external collaborator creates an account, please email the e the individual.
ve Others Access to a Project Select Home Page and click on the pro Under the Actions toolbar, click Share Type in e-mail addresses of collaborat you will be prompted to invite them to eREB system administrator to activate User does r	oject of interest. Survey Share tors and select the levels of access. If the collaborator does not have an eREB acco o create an account. If an external collaborator creates an account, please email the e the individual.
 ve Others Access to a Project Select Home Page and click on the pro Under the Actions toolbar, click Share Type in e-mail addresses of collaborat you will be prompted to invite them to eREB system administrator to activate User does r For additional collaborators click the p 	oject of interest. Source and select the levels of access. If the collaborator does not have an eREB acco to create an account. If an external collaborator creates an account, please email the the individual. Not exist on the system Invite blus button for a the top right of the pop up window.
 ve Others Access to a Project Select Home Page and click on the prosentation of the Actions toolbar, click Share Under the Actions toolbar, click Share Type in e-mail addresses of collaboration you will be prompted to invite them to eREB system administrator to activate User does r For additional collaborators click the p Once shared, the collaborators can be 	bject of interest. tors and select the levels of access. If the collaborator does not have an eREB acco o create an account. If an external collaborator creates an account, please email the the individual. Not exist on the system [Invite] blus button $$ at the top right of the pop up window. e seen in Collaborators .

Adding and Saving Contacts

1. In the application form, you can add and save contacts for future use. Once you fill in contact details, click "Add to contacts".

Co-Investigator(s)	S.
4.4 Please complete details for Co-Investigator(s):	()
Title	Load Add to contacts
Dr.	

2. In future applications, select previously saved contacts by clicking "Load". Insert contact details by selecting contact and clicking "Insert".

Search Contacts	6).								
	Title	First Name	Surname	Organisation	Address 1	© City	Telephone	Email	
Insert	Ms.	Wei	Su	Holland Bloorview Kids Rehabilitation Hospital	150 Kilgour Rd	Toronto	4165000000	wsu@hollandbloorview.ca	
Insert	Dr.	Jane	Smith	Holland Bloorview Kids Rehabilitation Hospital	150 Kilgour Rd	Toronto	4165000000	jsmith@hollandbloorview.ca	
									Clos

Upload Documents

- 1. Within the submission application, you will be prompted to Upload Documents
- 2. Click Upload Document
- 3. Click Browse to upload documents.
- 4. Enter both the Version date and Version ID and click Upload.

Please attach your TCPS	52 Training here.		
Document Name	Version Date	Version	
Browse			Upload

- *TIP*— Ensure the footer of the actual document includes the version date and number.
- *TIP*— Almost any file types can be uploaded (except exe files or excel files with macros).

TIP— Files must be less than 150mb, if over, separate into multiple files or use a URL.

Please know that training certificates (e.g. TCPS2, RCR, and GCP) must be uploaded for the Principal Investigator (PI) for each new submission. At this time, training certificates should be uploaded for all co-principal investigators, co-investigators and study personnel if they are available. The PI is responsible for ensuring that all those involved in the study have appropriate training before the study starts.

Submit a Form	
TIP — An application can be submitted only after all sections are complete and all signatures are obtained.	
1. Check if all sections are complete: Click Completeness Check on the Actions toolbar.	
2. Any incomplete sections will be listed. Click on the incomplete section listed in blue to complete the outstanding q	uestion(s).
Completeness Check *	
Incomplete: Please complete the following questions	
 2.2 What does this submission involve (select all that apply)? 2.3 Is this an investigator-initiated study? 	
3. Once an application is complete, click "Submit".	

Check Project and Submission Status				
1. Under the Actions toolbar, click Project .	Project			
2. In the Forms tab, the "Current Status" co	lumn displays the c	urrent status of the submission for	m.	
Forms				
Search forms				
Form 🔶 Reference		Current Status	¢	Date Modified
Initial application Initial application - Exploring the	eREB Initial Application	Application Submitted by Applicant		24/03/2020
Amendment - Amendment -		Not Submitted		24/03/2020

Check System Notifications

General
1. On the home page, click on the Notifications tile at the top.
2. If you are not at the home page, click on Notifications on the left-hand side bar.
*TIP *— System notifications are generated and emails are sent out when there is an update to the study.
*TIP *— System notifications behave like emails. The number displays the number of <i>unread</i> notifications.
Some notifications have letters attached (which can also be found within the actual project). You can choose to delete notifications.

Respond to Issues

- 1. Access the submission and click the **History** tab on the right hand side.
- 2. Click Download on the applicable notification to access any attachments from the Institutional Reviewer/REB.

Navigation	Documents	Sig	natu	res	Collaborators	Submissions	Correspondence	Centre	History
Form History									
Search history									
	Da	te	÷	User 🗄	Description		0 Attachment 0		
	5:0	08 PM		Review user	Notification receive changes/clarification see comments	d: BRI Ins requested. Please	Download	>	

3. Click the **Navigation** tab to return to the submission. *IMPORTANT* If changes are requested by the Research Ethics Board, in the Pre-Submission Information section of the submission, change response for "Is this a resubmission in response to a request from the Research Ethics Board to make changes to your application" to "**Yes**".



- 4. Under the Actions bar, click on the **Reviewer Comments** tile.
- 5. Clicking on the comment will bring you to the question that needs to be addressed. Please review comments and make any necessary changes in application form. Upload response letter and revised documents (if any).

		Show Previous Comments
Title	Comment	Date Added Submission
4.2.2 Please upload the following trainin certificates for ti	Upload documents g he	27/03/2020 at Latest Submission 14:11 PM

6. Once complete, under the Actions toolbar, click Submit.

PI/Delegate –Sign Submission Form/Request Signature	
Scenario 1: If the PI created the project	
1. Within the form, click on "Attestations and Signatures".	
2. Click Sign Sign.	
Scenario 2: If the PI did NOT create the project	
1. Project Owner: Within the form, click on "Attestations and Signatures".	
2. Select Request Signature Request Signature . An email will be sent to the PI.	
3. PI: Click the Signatures tile <u>3</u> .	
4. Locate the project, and click View Form.	
5. Click Sign found in the Actions menu on the left-hand side.	
6. Click Accept. You will be asked to provide your login details to confirm.	n

7. Once a form is signed, it will be locked. If you need to unlock the form to make changes, click **Unlock**.

TIP*— The study coordinator ("Delegate") may sign the form on the PI's behalf only if it is a resubmitted Initial Form or a Post Approval Form. However Reportable Event forms must always be signed by the PI.

Unloc

TIP*— The PI must always have access to the study. If the PI did not create the study in the system, the PI needs to be given a Research Staff role.

Create a Post-Approval Form (Reportable Events, Continuing Review, Amendment, Change in Personnel, Study Closure)

1. Go to the Initial Application form (see page 2)



2. Click Create Sub-Form under the Actions toolbar

NOTE: While completing a form you may encounter a locked question or a question that already contains an answer, this is because the question is shared with the Initial Application which is locked.

Contact Information

TIP— If there any questions about the submission, contact the Research Ethics Office <u>before</u> submitting to eREB.

1. For any questions related to the REB process or submission forms — Contact the Research Ethics Office.

2. For questions related to eREB accounts — Contact ereb@hollandbloorview.ca.