How To...

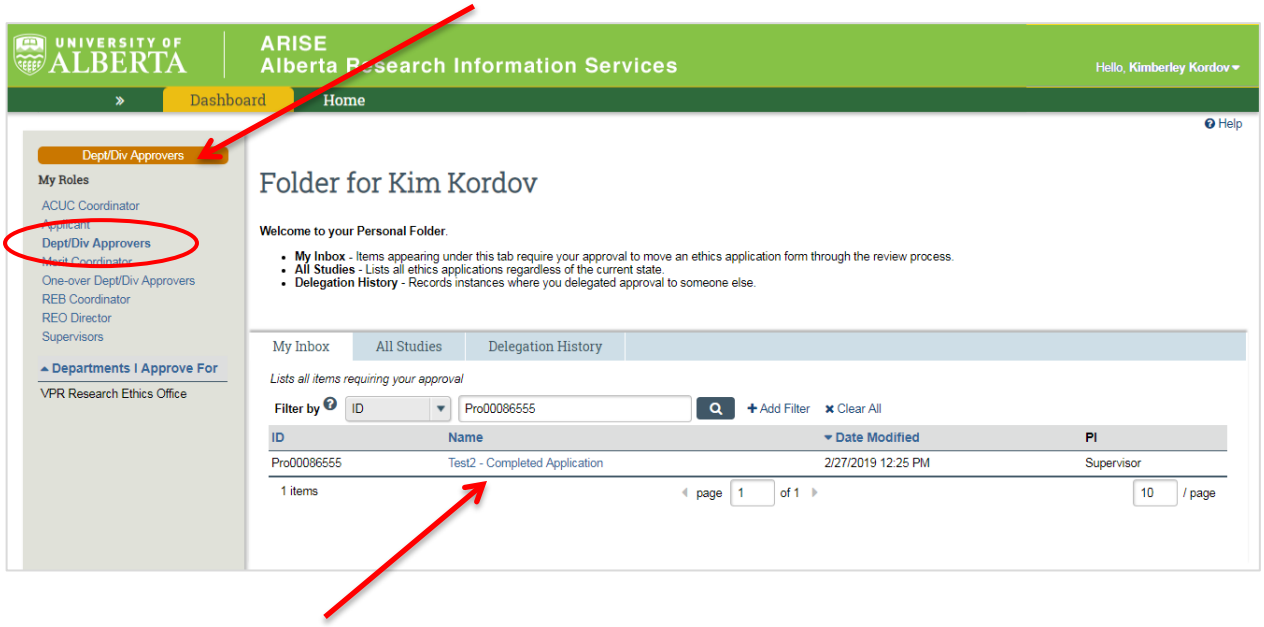
Department Approval

Applications submitted to the Health Research Ethics Board require approval by the Department Approver in the online ethics system before they are received by the REB. Approval of an application by a Department Approver is an attestation that:

- The Department is aware of the proposal and supports its submission for REB review.
- The application is considered to be feasible and appropriate.
- Any internal requirements have been met.
- The Researcher, and their staff, is qualified and has the experience and expertise to conduct this research.
- The Researcher has sufficient space and resources to conduct this research.

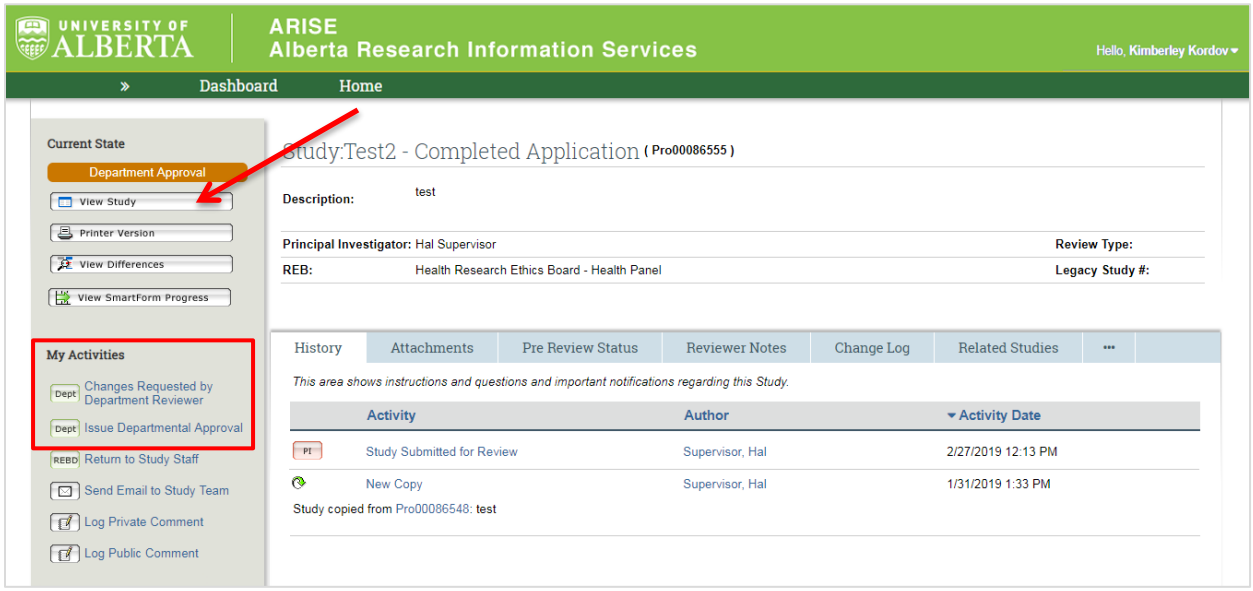
Procedure:

1. Log in to the online system.
2. Make sure you are in the “Dept/Div Approver” role under “My Roles” (ie. you may need to click on the word “Dept/Div Approver”).



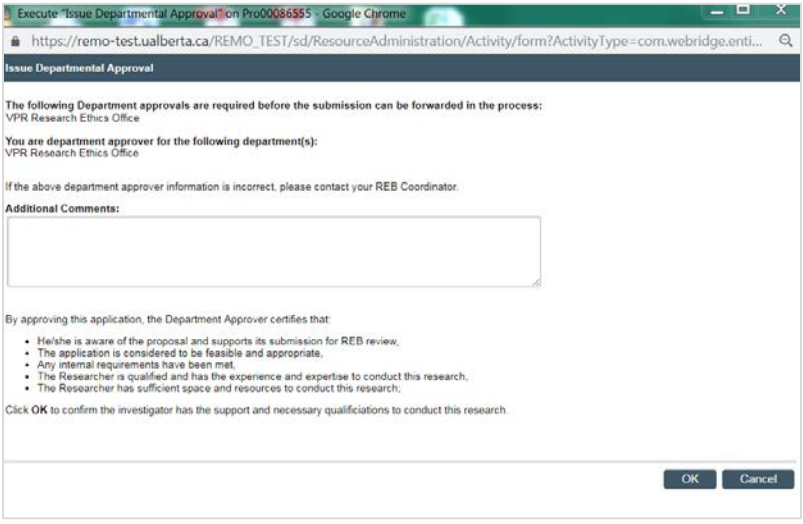
3. Click on the application’s name that you wish to review/approve.

4. To review the application and decide if it is suitable for approval, click “View Study”, then use the “Continue” button to move through the application.



5. To request changes of the applicant, click “Changes Requested by Department Reviewer”. A text box will open up in which you can outline your notes/requested revisions to the researcher. Then click “OK” to send the change request to the researcher. When the researcher completes the changes and re-submits the application, it will return to you for another review.

6. To approve the application, click “Issue Departmental Approval”. A text box will open and you can comment. Click “OK” which will send the application to the REB for review.



If you have any difficulties with the processes outlined above, please contact the Research Ethics Office by email (reoffice@ualberta.ca) or call 780-492-0459.