

## Implementation Guide for Participating Organizations

### Introduction

[CanReview](#) is a pan-Canadian collaboration to enable a single research ethics review for multi-site clinical trials conducted across Canada, while ensuring the highest ethical standards. Through coordination and collaboration, we can improve efficiencies, increase competitiveness and bring more clinical trials—and the health and economic benefits that come with them—across Canada.

This Implementation Guide is intended to support Canadian organizations conducting clinical research to become Participating Organizations in CanReview, as either Recruiting Sites, REB Host Institutions or both.

### Readiness Overview

- ☐ Sign the CanReview Agreement to enable participation across your organization
- ☐ Review internal processes and policies to enable external ethics review
- ☐ Complete Ethics & Administration Form to enable system access and collaboration
- ☐ Communicate with your REB, researchers and community to support internal adoption

### Guide to Getting Started

#### 1. Sign the CanReview Agreement

Signing the CanReview Agreement allows your organization to become a CanReview Participating Organization, either as a Recruiting Site, a REB Host Institution, or both.

By signing the agreement as a Recruiting Site, organizations enable their researchers to use the CanReview system. This means their researchers can submit pan-Canadian studies for research ethics review, or use the ethics review of studies already approved in the system. By signing the agreement as a REB Host Institution, your REB (if/once validated) can be the single REB of Record for CanReview studies.

Download the CanReview Agreement and find an FAQ document [here](#). When you're ready to execute the Agreement, submit a signed copy to [info@canreview.ca](mailto:info@canreview.ca).

## 2. Review and adjust internal process/policy to accommodate external ethics review

Adopting an external ethics review process may require the review of your organization's current processes and policies and the development of clear direction and guidelines about when and how to use CanReview.

CanReview is available to support this work and connect your team with other adopters to share best practices and key learnings.

Key information:

- Studies submitted to CanReview must have (or intend to have) at least two recruiting sites in at least two provinces or territories
- CanReview conducts the research ethics review only; institutions retain responsibility for all other institutional requirements (e.g. contracts, budgets, feasibility etc.)
- If a study is approved through CanReview and your institution is approved as a recruiting site, local review or approval by your REB is neither required nor expected (*\*with some exceptions for provinces with legislative/government mandated barriers to accepting extra-provincial reviews*)
- Local REB review and associated processes continue as usual for studies not submitted to CanReview

## 3. Complete Institutional Ethics & Administration Profile to enable system access

Once the CanReview Agreement has been executed, Recruiting Sites complete a brief Institutional Ethics & Administration Profile.

The two-part form includes:

- An "Ethics" component: We request that you list any specific ethics requirements that are particular to your institution. Such requirements must be in documented institutional policy or required by provincial legislation/regulation. These additional and extraordinary requirements will be reviewed by the REB of Record when reviewing site applications. They are also communicated on the CanReview website, and screened by the CanReview helpdesk when site applications are submitted. Example of such requirements may be provincial-specific privacy requirements.
- An "Administration" component: We require that you identify the Primary and Secondary Institution Representatives who will serve as the main **institutional** contact(s) for studies involving your institution submitted through CanReview's online Stream platform.

Once completed, the Institutional Ethics & Administration Profile is published and publicly available on the CanReview [Participating Sites webpage](#) next to your institution's name.

This enables system users to easily find relevant information to facilitate collaboration and efficiency in CanReview.

Download the Institution Ethics & Administration Profile [here](#). Completed documents can be sent via email to [info@canreview.ca](mailto:info@canreview.ca).

#### **4. Onboarding meeting between Institution Representatives and CanReview**

When forms are submitted, CanReview schedules an onboarding meeting with the Primary and Secondary Institution Representatives named in the Institutional Ethics & Administration Profile. The purpose of this meeting is to review submitted materials, walk through technical and operational components of using the CanReview and its online platform (Stream), set up accounts and finalize your institution's participation in CanReview.

#### **5. Communicate with your research community to support internal adoption**

Once onboarding is complete, organizations begin internal communication with their REB, research offices, and researchers as applicable. Clear messaging helps reduce confusion and support implementation. Key messages to communicate include:

- Studies can be submitted to CanReview when they involve (or may involve) two or more sites, in two or more provinces and territories.
- Studies in CanReview receive a single research ethics approval from a CanReview validated REB of Record assigned to the study
- CanReview study/site applications involve timelines for both researchers and REBs
- Local REB review and associated processes continue as usual for studies not submitted to CanReview
- The CanReview team is available to provide onboarding and support at any time – email [info@canreview.ca](mailto:info@canreview.ca)

The CanReview team can assist with sharing information, presentations, and early user onboarding.

### More Information: How CanReview Works

**Participating Sites:** Becoming a [Participating Organization](#) enables your researchers to submit studies through CanReview, supporting an efficient, pan-Canadian research ethics approval process. It also makes it easier for researchers to join multi-site studies and quickly add sites to their own clinical studies. There is no cost for a site to participate in CanReview.

**Single REB Review:** CanReview uses a distributed REB of Record model to review studies submitted through the system. REBs participating in CanReview meet all Canadian regulatory requirements for research ethics review.

**Stream:** Ethics reviews are conducted on Stream, an online platform that enables all research sites participating in a multi-site study to undergo one ethics review.

**Strict Timelines:** Strict and fair timelines are placed on both the applying research teams and the reviewing Research Ethics Board. These timelines ensure that Canadian-based trials remain globally competitive while maintaining the highest ethical standards. High-quality ethical review is paramount. Timelines will be paused when warranted. Find timelines and details [here](#).

**REB Assignment:** CanReview accepts both investigator-initiated and industry sponsored multi-site clinical trials or studies for review. For each study, a CanReview participating REB is assigned as the single REB of Record using an equitable next-in-line model. Find the assignment process [here](#).

**Fees:** Ethics review fees apply only to industry-sponsored or industry-supported studies. Invoices are sent directly to the sponsors listed in the ethics application forms. Find the fee schedule [here](#).

To learn more about how CanReview works, please visit our website [here](#).

## Here to Support You

The CanReview team is available to help institutions, REBs and researchers walk through initial questions to support readiness and onboarding with the system. Please don't hesitate to reach out with questions or for more information:

- Email: [info@canreview.ca](mailto:info@canreview.ca)
- Website: [www.canreview.ca](http://www.canreview.ca)

To stay up to date with CanReview, please [subscribe to our newsletter](#).