

USE THIS GUIDE TO:

Add a Participating Site in REB Exchange

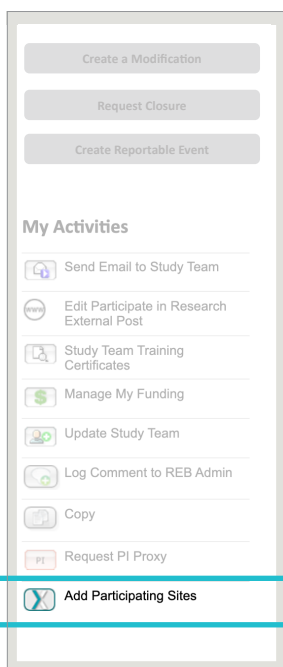
USE THIS GUIDE IF YOU ARE A:

Researcher responsible for ethics applications

SUMMARY:

Use REB Exchange to add Participating Sites (pSites) to an approved study through either:

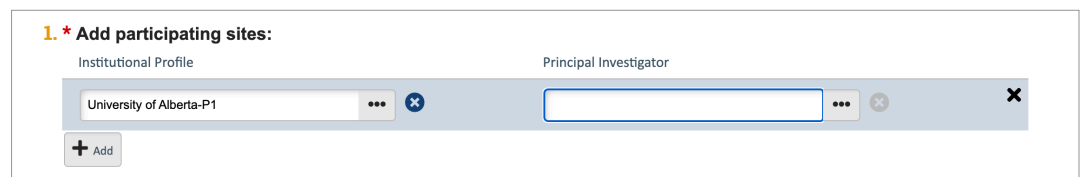
- ARISE (HREB) at University of Alberta, or
- IRISS (CHREB) at University of Calgary



LEAD SITE RESEARCHER:

Click **Add Participating Site** in the left menu under My Activities from within the approved study

Enter **Institutional Profile** and the email address of the **Principal Investigator** you wish to invite as a Participating Site. You can invite up to 6 participating sites from any one institution (P1, P2, P3 ...)



» Administrators will confirm your study meets the criteria to add pSites or join as a pSite before sending the invitation

PARTICIPATING SITE RESEARCHER:

Once you receive the invitation, open the study workspace and complete the **pSite documents** only

- All study-wide documents are already included
- Provide site-specific details
- See NEXT STEPS - pSite guide for more detailed information

» Board of Record will review pSite application in the context of the already-approved ethics application

LEAD SITE RESEARCHER CAN:	PSITE RESEARCHER CAN:
<ul style="list-style-type: none">• View the status of pSite application• Create study-wide modifications and amendments• Create study-wide reportable events	<ul style="list-style-type: none">• View the status of pSite application• Create site-specific modifications / amendments• Create site-specific reportable events