

V.1. 2022-01-13

USE THIS GUIDE FOR: Next steps after pSite invitations have been received	USE THIS GUIDE IF YOU ARE A: PI or Coordinator for the Participating site
<p>SUMMARY:</p> <p>Once a Lead Site has been approved, they can invite up to 6 pSites to collaborate and join the study.</p> <p>During this process:</p> <ul style="list-style-type: none"> • The Lead Site's REB assumes the role of Board of Record (BoR) for ALL participating sites • All sites, regardless of if they share the same BoR as the Lead Site, will use their own institutional REB system to: <ul style="list-style-type: none"> > submit their own application > submit documentation, renewals, modifications and reportable events > view status updates and history > see the Lead Study application, certification and documents 	

Once you have been invited to join a study, the study will appear in your INBOX tab of your institutional REB system.

Click on the study name to begin the application process. The **current state will begin in Pre-Submission**. If you choose not to participate, click "withdraw" in the left side menu.

Note: all applications and communication will take place through YOUR institutional system portal, regardless of the Lead Site / Board of Record location – meaning no need to learn a new system or navigate additional workspaces.

Inbox	ACC	REB	Incident Reports	Reportable Events	Orders (hidden)	...
ID	Name	Short Title	Date Modified	Type	State	
pSite-21-0018	University of Calgary-P4 Participating Site for REB21-1532		12/8/2021 2:29 PM	REB Certification	Pre Submission	

Application Process - Pre-Submission State

Current State

Pre Submission

Submission Date:
Initial effective:
Initial expiry:
Current effective:
Current expiry:

Edit Study

Printer Version

View Differences

pSITE APPLICATION

To begin the application, click the **Edit Study** button in the left menu. This opens the **condensed application**. Fill this out with site specific information. Your application can be saved and closed at any point to be finished later.

MULTI-STUDY SITE-SPECIFIC INFORMATION

This portion of the application is very important to complete with as much **detail** as possible that pertains to your specific site.

ADDING DOCUMENTS

To ensure your documents are formatted correctly, be sure to **download a local copy** of any shared documentation from the Lead Site. Update the copy with **your site-specific information**. The modified copy can then be uploaded through your application and reduce the need to create new documents. Tip - ask the Lead Site for editable versions of the documents if they are not uploaded in a text-based file format.

NOTE: when viewing the Lead Site documents, right click to open in a new window for ease of reference when building your site-specific documents.

» Remember - pSites must **upload signed department approval form**.

!! BE SURE TO SUBMIT YOUR APPLICATION !!

Completing the form and uploading documents will not trigger the administrative review process.

You must click **SUBMIT APPLICATION** in the left side menu.

The application will be submitted to your institutional REB office for administrative review to ensure completion. If documents are missing or fields require additional information, an administrator will notify the pSite study team of any areas that require attention and the study can be submitted again.

Once the application has passed administrative review, it will be sent to the study's Board of Record for ethics review.

The pSite ID appears as a link in your REB system to view your application.

How can I see Lead Site applications and certificate?

While in the pSite certification workspace, you can view the study's **ethics application and certificate by clicking "view"** under the Lead Site section.

Current State

Active

Submission Date: 8-Dec-2021
Initial effective: 2-Dec-2021
Initial expiry: 2-Dec-2022
Current effective: 8-Dec-2021
Current expiry: 2-Dec-2022

View Study
Printer Version
View Differences

Lead Site:

pSite Certification: REBX - Dec 2 (pSite-21-0018)

Formal Title:	REBX - Dec 2 REBX - Dec 2		
Admin Office:	Test - University of Calgary-P1	Local PI:	Reggie Leach
Funding Status:	Funded	Clinical Trial:	No
pSite Approval Certificate:	Certificate		
Board of Record:	CHREB		
Approved Ethics ID:	REB21-1532	Approved Ethics App:	view
Principal Investigator:	Bobby Clarke	Approval Certificate:	view

How can I see Lead Site documents?

While in the pSite certification workspace, you can view the study's **Lead Site documents 2 ways**.

1. by clicking **view study** and then selecting pSite documents under Documents

Current State

Active

Submission Date: 8-Dec-2021
Initial effective: 2-Dec-2021
Initial expiry: 2-Dec-2022
Current effective: 8-Dec-2021
Current expiry: 2-Dec-2022

View Study
Printer Version
View Differences
View Lead Site Difference

Multi-Site Study

- pSite - Site Specific Information
- Data Collection and Identifiers
 - pSite - Health and Biological Specimen Collection
 - pSite - Data Collection and Management
- Documents**
 - pSite - Local Site Documents

These are the approved documents from the Lead Site and are NOT EDITABLE. Please use these to build your site specific documents.

	Document	Upload Date	Version
1.0 Recruitment Materials:			
	REBX Demo Documents(0.01)	12/2/2021 11:03 PM	0.01
2.0 Letter of Initial Contact:			
	REBX Demo Documents(0.01)	12/2/2021 11:03 PM	0.01
3.0 Informed Consent / Information Document(s):			
	REBX Demo Documents(0.01)	12/2/2021 11:03 PM	0.01

2. or by clicking the **Study Documents** tab

History | **Study Documents** | Local Site Documents | Reviewer Notes | BoR Reviews | ...