

**Full Board Meeting Dates & Submission Deadlines**

Complete submissions will be sent for review on a first come, first serve basis. Submissions must be delivered to the REB Office (Hydro Building, 700 University Ave., Suite 8-600) prior to the submission deadline.

**November 2018 – December 2019**

Board	Meeting Date	Submission Deadline (12 pm)
	<b>2018</b>	<b>2019</b>
A	November 14	October 31
B	November 28	November 14
A	December 12	November 28
	<b>2019</b>	
A	January 9	<b>December 12, 2018</b>
B	January 23	January 9
A	February 6	January 23
B	February 27	February 13
A	*March 6	*February 20
B	March 27	March 13
A	April 10	March 27
B	April 24	April 10
A	May 8	April 24
B	May 22	May 8
A	June 12	May 29
B	June 26	June 12
A	July 17	July 3
B	August 21	August 7
A	September 11	August 28
B	September 25	September 11
A	October 9	September 25
B	October 23	October 9
A	November 13	October 30
B	November 27	November 13
A	December 11	November 27

**Research Studies Requiring DELEGATED REVIEW:**

Submissions for delegated review are accepted on a rolling basis (i.e., not subject to a submission deadline).

**2 collated packages, 1 with original signatures**

**Research Studies Requiring FULL BOARD REVIEW:**

A total of **20 copies** must be delivered to the REB Office prior to the submission deadline, including:

**5 full, collated packages, 1 with original signatures, each containing all applicable documents listed below:**

- MSH TAHSN Application Form, including Study Impact Sheet
- Consent Form(s)
- Protocol
- Budget Information
- Questionnaires, Recruitment Tools, etc.
- Investigator’s Brochure/Product Monograph/Device Manual (as applicable)

- Health Canada No Objection Letter (as applicable)

**15 short, collated packages, each containing the following documents:**

- MSH TAHSN Application Form, including Study Impact Sheet
- Consent Form(s)

**Annual Renewals Requiring FULL BOARD REVIEW:**

Please note that studies funded by the US Federal Government or regulated by the US Food and Drug Administration must be reviewed by the Full Board, with some exceptions. Please see REB 'Guidelines on Annual Renewals' for further information.

**20 collated packages, 1 with original signatures, each containing the following documents:**

- Annual Review /Termination Form
- Consent Form(s)