

Post Approval Activities

* Select one of the following options to submit to the Research Ethics Board based on the guidelines (Click blue question mark for guidance): [?](#)

Options

- Annual Renewal
- Completion of Behavioural Study
- Request for Acknowledgement

[Clear](#)

* Nickname

Enter a nickname for this PAA. What would you like this PAA to be known as to the Principal Investigator and study team?

(If you are notifying the REB of a protocol deviation or an unanticipated event or local serious adverse event please include the words "protocol deviation" or "unanticipated event" or "local SAE" as applicable in the nickname)

Annual Renewal Coversheet

*Important Note: this form is for renewing your study. If you would like to make changes to your study, you must complete both a study amendment form as well as the annual renewal form.

* 1.1. Eligibility for delegated review

Does this Annual Renewal qualify for delegated review? See guidance notes for the criteria. [?](#)

Yes No [Clear](#)

* 1.2. Participant Recruitment

1.2.1. What stage of recruitment is your study? [?](#)

Ongoing

Complete

Paused

Not Applicable

[Clear](#)

Please provide further details around the stage of your recruitment:

1.2.2. Does your study involve secondary use of data or observations without direct interaction with participants? [?](#)

Please provide further details if you selected Yes above:

1.2.3. Please enter the total number of participants who have been involved in the study:


Goal (total number of participants):

1.2.4. Have there been any participant withdrawals? 


Yes No [Clear](#)

If Yes, please explain to the extent possible.

*** 1.3. Progress of Study**

Provide a brief summary of the progress of the study. This can include information on whether the recruitment of participants, data collection, and/or fieldwork is going according to plan and any other details on whether the study implementation is meeting its timelines. 

*** 1.4. Unanticipated Problems**

1.4.1. After reading the definition of 'unanticipated problems' provided in the guidance "?", are there any unanticipated problems that you have experienced and have not already been reported via a Request of Acknowledgement? 

Yes No [Clear](#)

1.4.2. If "Yes", explain.

1.5 Changes in Conflict of Interest

Please provide details of any changes in relation to conflict of interest status of the Principal Investigator and/or other members of the study team.

1.6. Expired Study

Has this renewal been generated after the study's expiry date?

Yes No [Clear](#)

1.6.A. If the study has expired, please provide a written explanation for the late renewal.

1.6.B. Have any research-related activities been conducted since the study expired? If yes, please describe.

1.6.C. Please describe the procedures that have been put in place to ensure timely submission in the future:

1.7. Additional Comments:

* **1.8.** Is your application 6 years or older?

Yes No [Clear](#)

Article 2.8 of the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans states that "Following initial REB review and approval, research ethics review shall continue throughout the life of the project." Social science, behavioural and humanities studies conducted over a long period of time (greater than 5 years) often undergo subtle shifts in focus. The sixth and all subsequent annual renewals provide an opportunity to look over your application to ensure that it conforms to your approved application. Please carefully look over your approved ethics application to ensure that it matches your study processes and procedures. If the approved study no longer matches the research you are conducting, you are required to submit a new application for ethical review. Please reproduce the statement below to confirm that your study conforms to the approved procedures: "I confirm that my study conforms to my approved ethics application and that all aspects of the study, including participant recruitment, consent documents, study materials, etc., are up-to-date and reflect how my study is currently being conducted."