

## HiREB Application Review Process

At the request of the DFM Chair, all HiREB applications are to be reviewed by our research staff prior to requesting the Chair's signature. Additional approvals for research participation and recruitment may be required by DFM Leadership and/or other committees prior to submission to HiREB.

Steps	Timeline
<p>1. Additional approvals may be required if:</p> <ol style="list-style-type: none"> <li>You wish to recruit research participants from the McMaster Family Health Team (patients, clinicians, and/or residents). Approval by DFM Leadership is required.</li> <li>You are using OSCAR or <a href="#">MUSIC data</a>, or your participants are from the McMaster Family Health Team. Approval by DFM Leadership is required.</li> <li>You wish to recruit medical students as participants. Approval is required from the Undergraduate Medical Education Program (UGME) Protocol Review Committee (PRC).</li> <li>You wish to recruit participants (patients, clinicians, and/or residents from a department other than DFM, approval from the respective department may be required.</li> </ol> <p>If you require any approvals listed above, Neha Arora, our Clinic Research Coordinator can assist you with this process: <a href="mailto:narora@mcmaster.ca">narora@mcmaster.ca</a></p>	<p>Approval from DFM Leadership may take up to a one month.</p> <p>Approval from the UGME PRC may take up to 6-10 weeks.</p> <p>Approval timelines from other medical departments are variable.</p>
<p>2. Sign up for a HiREB account and complete the online HiREB application: <a href="https://www.hireb.ca/">https://www.hireb.ca/</a> Access the Helpdesk: 905-521-2100 x70014; <a href="mailto:erebhelpdesk@hhsc.ca">erebhelpdesk@hhsc.ca</a>. Applications that involve human subjects must use the General Application Form. Retrospective chart reviews can use the Chart Review Application Form.</p>	<p>See HiREB website for submission instructions and deadlines: <a href="https://hireb.ca/meetings-news/">https://hireb.ca/meetings-news/</a> Application review by the HiREB Committee may take 4 – 8 weeks</p>
<p>3. Before you request the Chair's signature:</p> <ul style="list-style-type: none"> <li>Send Patricia Habran-Dietrich, Administrative Coordinator (<a href="mailto:dietph@mcmaster.ca">dietph@mcmaster.ca</a>, 905-525-9140 x21685) a PDF of the HiREB application, the protocol, consent form(s), and data collection forms.</li> <li>Research Staff will review your application and correspond with you about any recommended changes.</li> </ul>	<p>Research staff may take up to seven business days to review your application; please allow enough time before the HiREB submission deadline.</p>
<p>4. Once staff have reviewed your HiREB application, you will be notified to request DFM Chair, Dr. Cathy Risdon's (<a href="mailto:risdonc@mcmaster.ca">risdonc@mcmaster.ca</a>) signature. Laura Cleghorn's (<a href="mailto:cleghol@mcmaster.ca">cleghol@mcmaster.ca</a>) signature is required if research resources (staffing, equipment, IT, space) is needed for your study. Patricia Habran-Dietrich (<a href="mailto:dietph@mcmaster.ca">dietph@mcmaster.ca</a>) can assist with signature requests. After all signatures are obtained, the application will submit automatically.</p>	<p>The Chair's signature must be requested a minimum of 24 hours before the HiREB submission deadline</p> <p>HiREB reviews can take 4-6 weeks.</p>

