**Multi-college Ethics Review Process: Procedure document**

Upon receiving a multi-college minimal risk application, the REB chair and/or REB coordinator will forward the application together with the signed Researchers agreement letter to the Expert Panel REB Coordinator for review.

The Expert Panel will review the application and work with the researcher to make changes, if needed. Once the Expert Panel is satisfied with the application, they will issue the researcher with a letter of recommendation.

When the researcher submits his/her final application, accompanying documents and the recommendation letter to the REB Chair & Coordinator:

* One member of the REB, likely the Chair, will review the application within **10 working days.**
* The Chair determines ethical acceptability and, if appropriate, issues the certificate of ethical approval to the researcher or decides if the REB will complete a separate review
* All documents are stored and follow up procedures are carried out as per usual practice
* **Each college at which the research is conducted continues to be responsible for research conducted under its auspices**.