

The Department of Medicine (DoM) has department-specific requirements that a Principal Investigator (PI) must fulfill prior to a study receiving Department approval. In order for the Department Chair or delegate to issue approval and send the study to the Health Research Ethics Board (HREB) for review, the PI must complete and sign an “Ethics Internal Review Request Form” that the PI will then upload to the *Other Documents* section of Alberta Research Information Services (ARISE).

Once this form has been completed, signed and uploaded, the PI can then submit the study via ARISE for Internal Review. When a PI submits a study for review using the ARISE system, it is sent to the Department of Medicine’s Internal Reviewer who will check the application for completeness and ensure that the “Ethics Internal Review Request Form” has been signed and uploaded. If the application is complete and the form is present, then all department requirements have been met and the Internal Reviewer will issue approval via the ARISE system. The study will then be sent to the Department Chair or delegate who will forward it on to the HREB for their consideration.

A copy of the Ethics Internal Review Request Form can be found on this site.

If there are any questions regarding this process, please contact Eleni Karageorgos, DoM Team-Lead, Office of Research at eleni.karageorgos@ualberta.ca.