

## **Institutional Biosafety Committee: Expedited Review of Applications**

### What to submit for an expedited review:

- An electronic copy of the application and an electronic copy of the cover letter justifying the request for this type of review must be sent to [reb@upei.ca](mailto:reb@upei.ca)
  - The subject line of the email must contain the request for an expedited IBC review;
- In addition, a hard copy of the application and a hard copy of the cover letter justifying the request for this type of review must be sent to the Research Compliance Coordinator at 200 Kelley Building.

### Criteria for expedited review of an application:

An application may be considered for expedited review if:

- The application cannot wait for review until the next scheduled IBC meeting. For example, an expedited review may be requested if the research is time sensitive (e.g. seasonal sample collection) or if the funding partner turnaround time requires that the research begin immediately;
- The application involves only Risk Group 1 materials; *or*
- The application involves Risk Group 2 materials, but the PI has a current permit for RG2 materials or has a past history of similar protocol approval.

### Process for expedited review:

The IBC Chair has complete discretion to determine whether an application is eligible for expedited review.

If the Chair accepts an application for expedited review, then it will be reviewed through one of the following 2 mechanisms:

1. review by the Chair and BSO; *or*
2. review by the Chair, BSO and other IBC members (or others outside of the IBC but expert in the field of interest).

If the application is reviewed by the IBC Chair and BSO then the application may be granted conditional approval. The application and review decision will be documented on the next IBC meeting agenda and formally ratified by the IBC members. IBC members may recommend minor modifications be made to the protocol.

In the event that the review is conducted by the Chair, BSO and other IBC members (or others outside of the IBC but expert in the field of interest) then the following process will be used:

- An electronic copy of the application documents will be sent to all reviewers;
- Reviewers must inform the IBC Chair, the BSO and Research Compliance Coordinator of their decision to approve or not to approve the application within 3 working days of receiving the request to review;
- IBC quorum is required for approval to be granted;

- If a committee member does not believe that the application should be approved then they must communicate the reason/s for the non-approval to the Chair, BSO and Research Compliance Coordinator within 3 working days of receiving the application;
- The Chair and BSO will decide whether the identified issue/s can be addressed in a timely fashion. If the issue/s can be addressed easily and quickly then the PI will be notified and will have an opportunity to revise the application and re-submit for expedited review and approval. If the issue/s cannot be addressed easily and quickly then the PI will be notified that the application has not been approved and that it will be held for discussion by the full committee at the next IBC meeting.

If, after review through either of the above mechanisms, the application is not approved then the PI may submit the application for full review by the IBC at their next meeting.