**Please complete, sign and submit this form to the** **[Research Ethics Office](#TBRHSC:  Mail to:  Research Ethics Office, TBRHSC, 980 Oliver Road, Thunder Bay,  ON   P7B 6V4)**

If you require any assistance, please contact: [**TBR\_REO@tbh.net**](mailto:TBR_REO@tbh.net)

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| **TBRHSC REB** #: |  | Current expiry date: | |  | |
| Principal Investigator: |  | | | | |
| Full Study Title: |  | | | | |
| Person Completing Form: |  | | Submission Date: |  |

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| The following items are being submitted to the Research Ethics Office for acknowledgement of receipt by the TBRHSC Research Ethics Board. Please include the following information: Date of Deviation/Violation; Date Principal Investigator was made aware of issue; Date Sponsor notified; Brief Description of the Issue; Steps Taken Locally to Resolve the Issue.  **Note: Submission of documentation will be acknowledged.** **While REB approval is not required, further clarification may be requested.** |
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| **FOR Research Ethics Office Only:**  Received at the Research Ethics Office (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The above documents will be reported to the TBRHSC Research Ethics Board on \_\_\_\_\_\_\_\_\_\_\_\_\_    Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair, Research Ethics Board |