Multicentre Process – Research Conducted by a Private Sponsor

Authorization of a Clinical Trial Conducted in More Than One Institution

Simplified version

Version of April 10, 2026

	Identification of the "Contact" Investigator	Scientific review	Confirmation of the REB's competence and acceptance	Ethics review and site feasibility review	Authorization for each site	Study activation	Amendments and modifications	Ongoing follow-up and annual renewal
SPONSOR Coordinates authorizations and communications between study sites, in collaboration with the "Contact" Investigator.	Enters into an agreement with the person who will become the "Contact" Investigator.			Presents the project to local Investigators so that the site feasibility review (30 calendar days) can begin. Establishes contracts and budgets, with Investigators and institutions, if required.	Submits to each local investigator the positive REB decision letter and its appendices.		Centralizes decisions throughout the progress of the study (study document amendments and ongoing follow-up, such as serious adverse reactions, protocol deviations and annual reports).	
"CONTACT" INVESTIGATOR Primary intermediary between the Sponsor, the Evaluating REB and the Investigators at each institution.		Coordinates the scientific review (often prior to the ethics review).		Provides the Evaluating REB with the study documents required for the ethics review and acts as an intermediary with the sponsor to respond to REB comments.			Collaborates with the Evaluating REB on ongoing and annual follow-up. Ensures that information relevant to all participating sites is shared.	
EVALUATING REB At the request of the "Contact" Investigator, acts as the sole Evaluating Research Ethics Board (REB) for all sites.			Attests to its competence to act as the Evaluating Research Ethics Board (REB). **Acceptance letter** (with review date within 30 days)	Conducts the ethics review (within 30 business days). Issues a positive ethics review decision letter, confirming that a scientific review was conducted (if applicable), and including the approved study documents as well as the requirements for ongoing and annual continuing review. **Evaluating REB evaluation decision letter**			Confirms the ongoing validity of its ethics approval as it reviews amendments to study documents and information submitted as part of ongoing and annual continuing review. May suspend or terminate the study, in whole or in part, at one or more sites. **Decisions on ongoing follow-up or annual renewal**	
LOCAL INVESTIGATORS Responsible for the conduct of the study at their institution and for reporting on its progress.				Communicates to the formally mandated person the information required for the site feasibility review.	Coordinates the adaptation of REB-approved documents by adding site-specific administrative information. Initiates the site feasibility review if it has not yet begun (for newly added sites).		Informs the "Contact" Investigator and the Evaluating REB of any new information or events (ongoing follow-up), administrative amendments and information required for the annual follow-up of the study.	
FORMALLY MANDATED PERSON Authorizes the conduct of the study and ensures the follow-up of the authorization within the institution.				Collects the information required for the site feasibility review (decision to be rendered within 30 calendar days) and authorizes the conduct of the study within its institution based on the results of the scientific, ethics and feasibility reviews. **Authorization to conduct the study (for each site)**			May suspend or withdraw the institution's authorization during the study. Ensures that decisions concerning its site are implemented.	

CATALIS QUÉBEC | © 2026. All rights reserved.
This content is the property of CATALIS QUÉBEC and may not be reproduced, copied, displayed or distributed without permission.