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## MEMORANDUM

**Date:** February 5, 2025

**Distributed to:** Associate Deans (Research), Research Officers, Health Sciences Research Community

**From:** Erika Basile, Director, Research Ethics and Compliance

**Subject:** Delays in processing HSREB applications

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Dear Research Community,

I am writing to inform you of recent temporary changes regarding the timely review and approval of HSREB (Health Science Research Ethics Board) applications at Western and its affiliates.

Due to a shortage of review staff, we anticipate delays in the review and approval of HSREB applications for the near future. We understand the critical nature of timely reviews for your research projects and deeply regret any inconvenience this may cause.

We continue to actively seek new ethics officers to support your work. Unfortunately, we have not yet filled these positions. Further, once the necessary staff are hired, there will be a period of training required, which means that delays may continue for some time.

In the interim, we are exploring the possibility of reallocating resources from other areas to help alleviate the backlog. Additionally, the two ethics officers currently supporting the HSREB are working very hard to process the incoming applications and meet with research teams to continue to support their needs. We will continue to update the community on any changes, as necessary.

If you have a particularly time-sensitive submission, please [reach out to our office](#) ahead of time and bring it to our attention.

We appreciate everyone's patience and courtesy during this time.

If you have any concerns, please feel free to [contact me](#) or the HSREB Chair, [Dr. Naveen Poonai](#).

Thank you for your cooperation and continued support.

Sincerely,

**Erika Basile**

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