



# SINGLE CASE REPORT

## Submission Requirement Checklist

University  
of Manitoba

## University of Manitoba Research Ethics - Bannatyne

Our general approach to case reports is to request that authors obtain the patient's consent whenever possible, write up the case study, and then submit it to the Health Research Ethics Board (HREB) before sending it off for publication. We review the case report largely to assess the risk that patient identity may be inadvertently revealed by the author(s) in the write-up. This is our primary concern in this situation. If the probability of inadvertent identification of an individual based on the write-up is judged to be low we generally approve it. If we think that the probability of individuals identification is unacceptably high (e.g. very rare condition, a lot of demographic data is provided in the write-up, etc.) we will request changes (that hopefully don't result in the loss of critical information) designed to lower the risk of inadvertent individual identification from the publication of the case report. In cases in which patient/family consent is either impossible or extremely difficult (and thus quite impractical to obtain) as well as cases in which attempting to obtain consent from a living or from the family of deceased patient would be too traumatic for those involved we may waive the requirement for consent on a case-by-case basis.

You must redact all patient information in the submission.

Documents Required <i>All documents must be dated.</i>		Yes	No	N/A
SUBMISSION REQUIREMENTS CHECKLIST		<input type="checkbox"/>	Required	Required
<b>Cover Letter:</b> <ul style="list-style-type: none"> <li>List PI, name and title of CASE REPORT</li> <li>Include brief description of consent process(SEE ABOVE).</li> <li>List items included and version dates.</li> <li>Provide your mailing address, telephone number and e-mail address on the cover letter to ensure we can be in contact with you regarding your submission.</li> <li>If you are a student or resident please identify who your supervisor and supervisor email is on the cover letter.</li> </ul>		<input type="checkbox"/>	Required	Required
<b>CASE REPORT ARTICLE</b>		<input type="checkbox"/>	Required	Required
<ul style="list-style-type: none"> <li>Review above template as sample.</li> </ul>		<input type="checkbox"/>	Required	Required

Return completed submission to: [bannreb@umanitoba.ca](mailto:bannreb@umanitoba.ca)