

IRIS REB APPLICATION CHECKLIST

Use this handy checklist to ensure your application is complete before submitting. This can reduce the time needed for the review process as incomplete applications are returned to the research team for correction before they are sent to REB reviewers **(deal breakers in yellow)**.

Table E-1: Checklist for all REB Applications

✓		
	1	Have you included an appropriate start and end date on the Project Info tab?
	2	Have you linked all related Ontario Tech-administered award files in the Project Info tab?
	3	Have you completed the 'Related Awards' template for all awards that you could not link in check #3 above, and attached the document in the Attachments tab?
	4	Is the PI correct in the Project Team Info tab? Note: students cannot be named as PI and should be listed as Student Lead/Research Coordinator.
	5	Have all research team members been added to the Project Team Info tab?
	6	Do all research team members have the correct project role in the Project Team Info tab? Note: students cannot be named as Co-Investigator and should be listed as Student Lead/Research Coordinator.
	7	Have you added all necessary project documents in the attachments tab? This may include, but is not limited to, consent forms, information sheets, permission letters, approval letters, recruitment materials (scripts, posts, online correspondence, etc.), data collection materials, participant materials, handouts, thank you forms, agreement to participate in research for minors, confidentiality agreement template, TCPS2 CORE completion certification. a. Did you use the mandatory consent form template to guide your consent form?
	8	Do all of your documents include version dates in the footer in a Day-Month-Year format?
	9	Are all of your documents in the Attachments tab in an appropriate file format (.pdf, .doc/.docx, .xls/.xlsx, .ppt/.pptx)?
	10	Have you provided a Doc/Agreement type and version dates for all attachments in the Attachment tab (or a description if a doc/agreement type does not apply)?
	11	Confirm if the study will involve Durham College (DC), Lakeridge Health and/or Ontario Shores (e.g. PI or Co-I affiliated with DC or research is being led or conducted at DC). See section 2 of the application. If yes, contact, the Research Ethics Office as this study may qualify for a Board of Record review.
	12	PI and Co-I completed TCPS2 certificates (and attached to file).
	13	For Multi-jurisdictional research please ensure the following documents are appended: a. REB application from the other institution b. Supporting documents that were approved from the other REB (e.g. consent, data collection materials, recruitment materials, etc.) c. REB approval letter from other institution d. Clarification letter from other REB and PI responses (optional).

	14	For all clarification responses, please ensure you submit tracked and clean copies of all revised documents in response to the letter and update the version date to the date that the documents were last revised (day-month-year).
--	----	--

Table E-2: Additional Checklist for REB Applications with a Student/Post-Doctoral PI

✓		
	15	Has the supervisor been noted as the PI on the Project Team Info tab?
	16	Has the student/post-doc been added as an additional team member in the Project Team Info tab? Note: students must be named as Student Lead or Research Coordinator.
	17	Has the supervisor completed the required questions in the PI Certification tab (which is a subtab of the Application for Ethics Review tab)? You can verify who answered these questions in the Project Log.
	18	<p>For course-based research, the following documents are required:</p> <ul style="list-style-type: none"> a. Course outline b. Data collection materials.