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

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	1. Did you use the REB's Ethical Assessment Review Form and consent form template that are found on the REB's home page? **Note:** The REB Ethical Assessment Review Form can be used to self-assess your ethical merits of your application prior to submission. All REB submissions that involve Ontario Tech leading the research activities (e.g. research recruitment, or when the primary study population is recruited from Ontario Tech) must use the new consent form template found on the Resources page of the REB website. In cases where departures from the consent form template are required, the spirit of the template can be followed and the consent principles outlined in the TCPS 2 must be considered for alterations to the consent requirements.
	2. Have you included a start and end date on the Project Info tab? **Note:** The REB strives to have the Chair communicate the results of the review back to the researchers within 20 – 30 business days from when original ethics application has been accepted for review. Some applications may take longer due to the additional information or clarifications that the Board may require. Applications that are complete and have all relevant documents are accepted for review. Incomplete applications or missing attachments will not be accepted for review, which will create review delays. For this reason, ensure that the anticipated date of recruitment is not scheduled during the review period of your application unless you have already contacted the REB Chair or research ethics office to discuss this.
	3. Have you linked all related Ontario Tech administered award files in the Project Info tab?
	4. Have you completed the 'Related Awards' template for all awards that you could not link in point #3 above, and attached the document in the Attachments tab?
	5. Is the Principal Investigator (PI) correct in the Project Team Info tab? **Note:** Students leading the project must be named as the Student lead/Post-Doctoral Lead on the REB application form.
	6. Have all research team members been added to the Project Team Info tab? **NOTE:** Include all researchers from other institutions. This may require additional approvals from other institutions. If you already have approval from another institution,

	you may be eligible to apply using a multi-jurisdictional research (MJR) form. Please connect with the REB office to confirm eligibility. If project team members cannot be found in the directory, the team member(s) must register for an IRIS account. For instructions on registering for an account, visit: https://research.ontariotechu.ca/iris-research-portal/iris-user-resources-and-training/user-guides.php
	7. Do all research team members have the correct project role in the Project Team Info tab?
	8. Have you completed the 'Additional Team Members' template for all project team members that you could not link in point #6 above, and attached the document in the Attachments tab? 9. Please only complete this template if project team members do not need access to the IRIS file. If project team members require access to the IRIS file, please see point 6 for registering for an IRIS account.
	10. 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, • participant handouts, • thank you forms/letters, • agreement to participate in research for minors, • confidentiality agreement template, • TCPS2 CORE completion certification.
	11. Are all of your documents in the Attachments tab in an appropriate file format (.pdf, .doc/.docx, .xls/.xlsx, .ppt/.pptx)?
	12. Have you included: (1) version dates, (2) a Doc Agreement type in the drop-down menu, and (3) a brief description of the document for each upload in the Attachment tab in IRIS? This is required for the overall file management of this study.
	13. Have you included a version date (day-month-year) and page numbers (Page X of Y) in the footer region of each document uploaded in the attachment tab? A version date is the date the document was last modified. This date will be referenced on the REB approval letter for record management purposes.
	14. Does your research proposal involve collaboration/data collection at Durham College, Ontario Shores and/or Lakeridge Health?

	If **YES**, contact the research ethics office to discuss eligibility for a coordinated review process under the following coordinated review pathways:
	
	    a. Durham College and Ontario Tech,
	    b. Lakeridge Health and Ontario Tech, or
	    c. Ontario Shores and Ontario Tech

	15. Does your research proposal involve the exchange of information that may be considered as personal information or can be used to extract personal information (this includes de-identified or anonymized info)? If **YES**, please contact the Research Partnership Officer at researchpartnerships@ontariotechu.ca as an agreement may be required. It is important to note that the **REB review is independent** of this requirement and the review can commence in the absence of such agreements. These approvals are institutional requirements and may be required prior to the commencement of the overall research project.

	16. Does your research proposal involve any of the following? s
	    a. An application of an electrical, thermal or magnetic modality to a human participant (e.g., MRI, TMS, tDCS, electrical stimulation, heat, ultrasound, ice, etc.)?
	    b. The use of equipment / procedures that requires sterilization?
	    c. Performing a procedure on tissue below the dermis, below the surface of a mucous membrane, in or below the surface of the cornea, or in or below the surfaces of the teeth, including the scaling of teeth?
	    d. The collection and storage of human biological materials?
	    e. The analysis, use and/or collection of genetic materials?
	    f. Radioactive material or radiation treatment devices?
	    g. Use of lasers or devices that contain lasers?
	
	If **YES**, contact Ontario Tech's Biosafety and Radiation Officer at radbio@ontariotechu.ca as additional review requirements may be required. It is important to note that the **REB review is independent of this requirement** and the review can commence in the absence of Biosafety and/or Radiation Safety input

	17. Have all investigators (PI and Co-investigators) and any individual(s) involved in participant recruitment, consent and data collection completed the most recent TCPS2 training tutorial online? Have you attached all TCPS2 training certificates in the Attachment tab?

	18. 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).
	    e. For external MJR's, a site Ontario Tech PI must be identified.

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

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	19. Has the supervisor been noted as the PI on the Project Team Info tab?
	20. Has the student/post-doc been added as an additional team member in the Project Team Info tab?
	21. Has the supervisor completed the required questions in the Principal Investigator Assurance(s) tab?
	22. For **Course base research**, the following documents are required: a. Course outline b. Data collection materials.