PRE-SUBMISSION REB APPLICATION CHECKLIST

Researchers are encouraged to use this pre-submission checklist to ensure that REB applications are complete before submitting in IRIS. This can reduce the time required for the review process. It is important to note that **omissions or incomplete information, in particular the items highlighted in yellow below, may result in your application being returned for correction before the application is sent to the REB reviewers.**

Table 1: Checklist for all REB Applications

✓		
	1	Have you included a 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? If you do not know your awards number, kindly ask your Grants Officer for this information.
	3	Is the PI correct in the Project Team Info tab? Students must be named as the student lead and not PI or Co-investigator.
	4	Have all research team members (internal and external) been added to the Project Team Info tab? • For individuals without an IRIS account, first time users will need to register for an IRIS account. Please use the [IRIS registration guides]() to assist you with this process.
	5	Do all research team members have the correct project role in the Project Team Info tab?
	6	Have you completed the 'Additional Team Members' template for all project team members that you could not link in check #4 above, and attached the document in the Attachments tab?
	7	Have you added all necessary project documents in the attachments tab? This may include, but is not limited to: o consent forms, o information sheets, o permission letters, o approval letters, o recruitment materials (scripts, posts, online correspondence, etc.), o data collection materials, o participant materials, o handouts, o thank you forms, o agreement to participate in research for minors, o confidentiality agreement template, o TCPS2 CORE completion certification.
	8	Are all of your documents in the Attachments tab in an appropriate file format (.pdf, .doc/.docx, .xls/.xlsx, .ppt/.pptx)?

	9	Under the Attachment tab, have you provided (1) version dates, (2) select a Doc Agreement type in the drop down menu, and (3) provide a brief description of the document for each upload in the Attachment tab? This is required for the overall file management of this study and file record keeping.
	10	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, and d. Clarification letter from other REB and PI responses (optional).
	11	For **course-based research**, the following documents are required: a. Course outline b. Data collection materials.

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

✓		
	12	Has the supervisor been noted as the PI on the Project Team Info tab?
	13	Has the student/post-doc been added as an additional team member in the Project Team Info tab?
	14	Has the supervisor completed the required questions in the PI Certification tab (which is a subtab of the Application for Ethics Review tab)?
	15	Has the supervisor (PI) read the entire contents of the application as the PI assumes full responsibility for the scientific and ethical conduct of the study as described in this application and submitted protocol? The PI must ensure that the project is compliant with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Human Subjects, policies, relevant laws, and institutional requirements.