

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.

Table E-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 UOIT-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?
	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?
	7	Have you completed the 'Additional Team Members' template for all project team members that you could not link in check #5 above, and attached the document in the Attachments tab?
	8	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.
	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 for all attachments in the Attachment tab (or a description if a doc/agreement type does not apply)?

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

		
	1	Has the supervisor been noted as the PI on the Project Team Info tab?
	2	Has the student/post-doc been added as an additional team member in the Project Team Info tab?
	3	Has the student/post-doc been assigned the role in project of 'Student/Post-Doc PI'?
	4	Has the student/post-doc completed the required questions in the Student/Post Doc PI tab (which is a subtab of the Application for Ethics Review tab)? You can verify who answered these questions in the Project Log.
	5	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.