

## IRIS Pre-Submission REB Application Checklist

Completion of this checklist prior to submission can facilitate with the review process. Incomplete applications are returned to the research team for correction before they are sent to REB reviewers. **Please note that items highlighted in yellow will result in the application being returned for correction.**

1. Did you use the [REB's Ethical Assessment Review Form](#) and [consent form template](#) that are found on the REB's home page?
  - a. **Note:** The REB Ethical Assessment Review Form can be used to self-assess your ethical merits of your application prior to submission.
  - b. All REB submissions where Ontario Tech will lead 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 [Tri-Council Policy Statement 2](#) (TCPS2) must be considered for alterations to the consent requirements.
  
2. Have you included a start and end date on the Project Info tab?
  - a. **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 your 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 be returned for your correction, which will create review delays.
  - b. Please 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.
  
3. For funded projects: Have you linked all related Ontario Tech administered award files in the Project Info tab?
  - a. Note: Your ROME0 funding must be linked to the REB application in the "Project Info" tab under "Related Awards". If you do not have your ROME0 award number, please log into IRIS to access your ROME0 awards number, which can be found under "Applications: Under Review" or "Applications: Post-Review", depending on

the status of the project. Your award number is located in the row where the Application Type column is (Awards\Awards).

If your project becomes funded (post-approval), kindly submit a change request form to update your REB file.

4. Is the Principal Investigator (PI) correct in the Project Team Info tab?

- a. **Note:** Students leading the project must be named as the Student Lead/Post-Doctoral Lead on the REB application form.

5. Have all research team members been added to the Project Team Info tab?

- a. **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. Please refer to the [IRIS registration guide and checklists](#) on how to create an IRIS account.

6. Do all research team members have the correct project role in the Project Team Info tab?

7. Have you added all necessary project documents in the attachments tab? This may include, but is not limited to:

- a. consent forms,
- b. information sheets,
- c. permission letters,
- d. approval letters,
- e. recruitment materials (e.g. scripts, posts, online correspondence, etc.),
- f. data collection materials,
- g. participant materials,
- h. participant handouts,
- i. thank you forms/letters,
- j. agreement to participate in research for minors,
- k. confidentiality agreement template,
- l. TCPS2 CORE completion certification.

**Note: Label each document with an appendix number (e.g. 'Appendix 1 - Invitation', 'Appendix 2 - Consent Form', etc.). Reference these appendix numbers in your REB**

application. Documents must be uploaded as a stand-alone document in the Attachment tab.

8. Are all of your documents in the Attachments tab in an appropriate file format (.pdf, .doc/.docx, .xls/.xlsx, .ppt/.pptx)?
9. 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 your study.
10. 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.
11. 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](#)

12. 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 Partnerships Officer at [researchpartnerships@ontariotechu.ca](mailto: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 REB 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.

13. Does your research proposal involve any of the following?
  - 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](mailto:radbio@ontariotechu.ca) as an additional review 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.

14. 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?

## Multi-Jurisdictional Research (MJR)

15. 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).

For external MJRs, a site Ontario Tech PI must be identified.

## Projects Involving Students (undergraduate, graduate)

16. Has the supervisor been noted as the PI on the Project Team Info tab?

17. Has the student/post-doc been added as an additional team member in the Project Team Info tab?

18. Has the supervisor completed the required questions in the Principal Investigator Assurance(s) tab?

## Course-Based Research

19. Have you included: 1) Course outline and 2) Data collection materials?