



## REB Checklist of Documents

**This checklist is to be attached to the cover of each application file, and will be maintained by the REB. It is the researcher's responsibility to ensure that all required forms are submitted.**

**Forms that must be included prior to REB review. The REB will not review incomplete files.**

**One (or more) of the following:**

- Information letter with written consent form
- Information letter with verbal consent. *An explanation of the rationale for using this method must be attached.*
- Information/cover letter stating that completion of task indicates consent (e.g., internet survey)
- Information provided verbally; consent provided verbally. *An explanation of the rationale for using this method must be attached.*
- Consent not solicited (e.g. observations in public spaces, or archived non-identifiable data)
- Other \_\_\_\_\_

**Other forms (if applicable):**

<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Substitute decision-maker consent form (for minors and adults who are not capable of giving informed consent). <i>A verbal script or letter that provides information to prospective participants is still required.</i>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Non-disclosure form
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Data management agreement
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Draft copy of debriefing letter (only required for projects that are part of an ongoing track of research; the actual debriefing letter must accompany the final project report).
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Study-specific medical screening form (to be included if physiological assessments are used and associated risks are minimal or greater).
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	REB "Annual Progress Report/Final Report" to be completed and submitted annually.
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	REB "Request for Ethics Clearance for Research Based on Secondary Use of Data".
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	REB Request for Ethics Clearance of a Revision or Modification to an Ongoing Application to Conduct Research Involving Human Participants.
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Peer Review Form
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Other: _____

**Forms that must be included in the file prior to commencement of the proposed research:**

- REB "Peer Review Form for Scholarly Merit" completed and signed by a colleague competent to comment on the scientific merit of the proposed research (If applicable- see Tyndale REB Policy).
- REB "Ethics Review Form" completed and signed by two REB members.
- REB "Certificate of Ethics Review Clearance for Research Involving Human Participants" completed and signed by the REB chair.

**Form to be received on completion of the proposed research, in order to close the REB file:**

- REB "Final Report for Research Involving Human Participants" completed and submitted by the end of the anniversary month of the date of the initial approval certificate. The REB Chair must sign this form before the file can be officially closed.