

ETHICS SUBMISSION CHECKLIST

Please note – this form **MUST** be completed and submitted with the project proposal prior to review. Project submissions for full-board review must be received by 4:00 pm on the first Tuesday of each month. Submissions received after the deadline may result in delay for REB review. Only electronic copies will be accepted. Please email all submission documents to REB@bruyere.org

Please visit www.bruyere.org for the most recent forms, guidelines and information, or contact the REB office at REB@bruyere.org.

Study Title: _____

Principal Investigator: _____

Board of Record: Bruyère REB or: _____ (If unsure, contact REB office)

Included	Pending	N/A	Documents
			Signed BREB Application form; Principal Investigator and all Co-Investigators must sign. Note, if Bruyère is not the board of record, you may submit the original REB Application (IRIS, etc.) form.
			Section 25 signatures: BRI Senior Director of Research Operations, and Department Head (if applicable) must sign prior to REB review.
			TCPS 2 Certificates for all research personnel if not previously submitted.
			Itemized Budget.
			Informed Consent Form(s) (ICF) <u>WITH</u> version dates.
			No Objection Letter (NOL) / Investigational Testing Authorization (ITA) / Notice of Authorization (NOA). Applicable for all studies requiring submission to Health Canada.
			Investigator's Brochure or Product Monograph. Applicable for all studies involving a drug or device.
			Participant Documents (documents that will be given to, read to, or seen by participants) (E.g. Non-standardized questionnaires/surveys, information sheet(s), diary, advertisement, interview guide, focus group guide, telephone, in person, or email recruitment materials and scripts, etc.)
			French participant documents if recruiting French-speaking individuals.
			Fully executed Project Funding Recovery Form and Clinical Trial Agreement (if industry sponsored research)
			Ensure all ICF's information and promotional materials contain the following accurate REB contact info: <p style="text-align: center;">Bruyère Continuing Care REB 613-562-6262 Ext. 4003 REB@bruyere.org</p>
			Pledges of Confidentiality for PI's, co-investigators and research staff.
			If requesting access to Health Records, request form has been sent to privacy office for approval.
			Clearance letters from other REB's, if applicable.
			Original protocol, if applicable.