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Please include the checklist as a cover page to your protocol. This will lead to a faster turnaround for ethics review and clearance.

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| --- | --- |
| **Include all information requested in REB Submission form** (ensure track changes have been removed and spelling/grammar has been checked). | [ ]  |
| **For student researchers: ensure supervisor provides approval**:* The Supervisor has signed the Application Form
* The Thesis Committee Approval Form is signed
 | [ ] [ ]  | [ ]  N/A[ ]  N/A |
| **TCPS 2 Training Complete and Certificate attached?** The TCPS-2 Course on Research Ethics (CORE) is now required of all researchers seeking ethics clearance from SPU REB <https://ethics.gc.ca/eng/education_tutorial-didacticiel.html> | [ ]  |
| **Copies of all written communications** (e.g. recruitment materials, information forms, informed consent forms, debriefing form) to participants must be on Department/Faculty letterhead | [ ]  | [ ]  N/A |
| **Recruitment Materials** * Script(s) – in-person, telephone, 3rd party, email, etc.
* Invitation to participate
* Advertisement, poster, flyer
* None required – explanation provided
 | [ ] [ ] [ ] [ ]  | [ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A |
| **Data Collection Methods Checklist** * Standardized Instrument(s)
* Survey(s), Questionnaire(s)
* Interview and/or Focus Group Questions
* Confidentiality Agreement
* Other: Specify: Click or tap here to enter text.
 | [ ] [ ] [ ] [ ] [ ]  | [ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A |
| **Free and Informed Consent*** Consent and Assent Form(s) – include forms for all participant groups and data
* gathering methods.
* Letter(s) of Information for Implied Consent
* Verbal Consent and Assent Scripts
* Other: Specify: Click or tap here to enter text.
 | [ ] [ ] [ ] [ ] [ ]  | [ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A[ ]  N/A |
| **Debriefing Materials** | [ ]  | [ ]  N/A |
| **Are all recordings (videos, audio, photo) used in the study adequately explained in the protocol?**Permission obtained for each recording? | [ ] [ ]  | [ ]  N/A[ ]  N/A |
| **Permission obtained to access confidential documents or materials?** | [ ]  | [ ]  N/A |
| **If using deception, participants must be debriefed. They must also have the opportunity to withdraw their data (a follow-up consent form should be given so participants may consent to the use of data in cases of deception).** | [ ]  | [ ]  N/A |
| **Other Approvals (e.g.** Site permissions to recruit/conduct research on properties, at organizations, and at institutions, Biosafety committees’ approval, etc.). | [ ]  | [ ]  N/A |

**Submit your complete application with attachments to:**

Research Office and Ethics

Saint Paul University (Guigues Hall)

223 Main Street, Room 166

Ottawa, Ontario
K1S 1C4

Email: mkouachi@ustpaul.ca

Phone: (613) 236-1393 ext. 2323