



Application package is to be submitted to
Research Ethics Board Coordinator, Room CB21
200 Church Street, Weston, Ontario M9N 1N8

Application Submission Checklist (include with REB Package)

The following documents are to be submitted with the Initial Application. **Applications submitted on outdated forms or incomplete application packages will be returned to the Investigator which may delay REB Review.**

- No Funding Available
or
 Grant (check if applicable)
or
 Industry Sponsored (check if applicable)
- _____ Date Draft Clinical Trial Agreement and Detailed Study Budget Worksheet forwarded to Office of the Research Administrator for legal review (if applicable)

Packages must be assembled in the order outlined on the checklist.

- 20 copies** of completed typed REB Application Form including the following:
- Completed Impact Analysis (with all original signatures from all impacted units)
 - Pharmacy Accountability (including all original signatures and approved orders, if applicable)
 - Approved orders – HRH format
- Itemized HRH budget Spreadsheet (outlining all procedures & visits for the study as per the study plan signed by PI) (**20 copies**)
- Detailed Sponsor Budget Worksheet (**20 copies**)
- Research Protocol or Proposal (NB - Commercial sponsors will provide you with **5 copies**)
- Study Information & Informed Consent Form(s)/Assent Form(s) (conforming to the current HRH consent form template) (**20 copies**)
- Product Monograph or Investigator Brochure (where applicable) (**5 copies**)
- Patient related information (wallet card, patient info letter, etc.) (**20 copies**)
- Questionnaire/study instrument(s), data collection forms to be used in carrying out the research (**20 copies**) (where applicable)
- All other recruitment tools e.g. information letters, advertisements, posters, notices (**20 copies**)
- Evidence of REB approval in other jurisdictions where the research is to be conducted (**5 copies**) (where applicable)
- Health Canada No Objection Letter (**5 copies**) Not applicable

Research Team's Curriculum Vitae & Current Licenses (where applicable) (**1 copy**). CV's and Licenses are to be updated and forwarded to the REB Office on a yearly basis

- Attached On File with REB Office