



Application Checklist (non-drug study) (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 **Applications submitted on outdated forms or incomplete application packages will be returned to the Investigator which may delay REB Review.**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)

_____ Date Draft Clinical Trial Agreement and Detailed Study Budget Worksheet forwarded to Office of Research for legal review (if applicable)

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

11 copies of completed typed REB Application Form including the following:

Research Operations Financial Impact & Sign Off Page (with all signatures from all impacted units) **(1 copy)**

Detailed Budget Worksheet **(11 copies)**

Research Protocol or Proposal **(5 copies)**

Study Information & Informed Consent Form(s)/Assent Form(s) (conforming to the current HRH consent form template) **(11 copies)**

Patient related information (wallet card, patient info letter, etc.) **(11 copies)**

Questionnaire/study instrument(s), data collection forms to be used in carrying out the research **(11 copies)** (where applicable)

All other recruitment tools e.g. information letters, advertisements, posters, notices **(11 copies)**

Evidence of REB approval in other jurisdictions where the research is to be conducted **(1 copy)** (where applicable)

Research Team's Curriculum Vitae & Current Licenses (where applicable) **(electronic 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