

Checklists for submission of ethics applications to REB1/REB2

Before you submit, please review the relevant checklist(s) below:

(1) All studies:

☐ **Completed ethics application in [REMO](#):** Well-completed applications facilitate both administrative and ethical review. Please ensure all relevant sections of your application have been filled out and all relevant questions within the sections addressed. Please also ensure all required documents have been uploaded. Incomplete applications cannot be sent for ethics review, leading to delays.

☐ **Identification of study team:** You MUST have a working University of Alberta CCID to log into the REMO system and be listed on the study application. Additionally, research team members must be registered in REMO (meaning they have logged in and selected a ROLE) before their name can be selected on the "Study Identification" page of the application. If an individual does not show up in the drop down box when you are trying to add them, follow the instructions [here](#) or watch this [help video](#).

Student Researchers:

All student Principal Investigators (undergraduate and graduate students, medical residents, and post-doctoral fellows) must name a Faculty Supervisor in Section 1.1 (7.0). A student's REMO profile must accurately reflect their status as a student (Department should be set to STUDENT and YES selected to the question "are you a student/trainee") for this to occur. Failure to do this, will result in a study bypassing supervisor review in REMO (click here for [help video](#)) which will delay review of the application.

☐ **Funded research:** In order to link your ethics approval to your research award and to facilitate access to your funding, include the RES NUMBER of your award in Section 1.4. The Research Services Office can help you identify your RES number. You can link multiple awards to one ethics file and multiple ethics files to one award.

☐ **Research proposal:** Section 2.1 (4.0) is extremely important in helping the REB understand what your research is about. It must fully describe the background, rationale, objective(s), methods, and data analyses proposed in your research. Try to be descriptive, but concise, limiting your wording to around 1000 words. Do not refer reviewers to "documents" attached to the application. References are NOT required in this section. If you have a fully detailed research proposal, it can be uploaded to the Documentation section. Remember that the REB includes community members and researchers from many disciplines and write the description accordingly, avoiding overly technical and/or descriptions that are only applicable in your specialty.

☐ **Recruitment and recruitment materials, if applicable:** In Section 4.4, provide a complete description of how participants will be approached for study participation (who, when, where, how). All documentation used to attract participants must be uploaded to the "Documentation" section of the application. This includes study advertising, recruitment posters, letter(s) of initial contact, webpage scripts and newsletters.

NOTE: Ensure the ethics ID number (i.e., Pro000XXXXX) is included in the footer of each document. Also ensure all recruitment materials include the following standard statement: *The University of Alberta Research Ethics Board has approved this research study.*

☐ **Informed consent forms (ICF) and assent forms, if applicable:** These must be on institutional letterhead. Please use the relevant template to develop the consents for your study. **Consent templates** are available on the Research Ethics Office (REO) website under '[Forms](#)'

Your template consent document should be attached to the Consent sections of the "Documentation" page in the application for review and approval by the REB. Any changes to these forms after approval must be approved by the REB before it is used.

NOTE: Standard consent forms should be written at a grade 6-8 reading level.

☐ **Data collection instruments, if applicable:** Upload all questionnaires, surveys, interview guides, data collection forms, etc., to the "Documentation" page in the application.

☐ **Ethics approval for review of research conducted outside the Institution, if applicable:** It is the responsibility of the PI to ensure all approvals from other jurisdictions are obtained prior to the initiation of the research. Evidence of ethics approval from other Institutions/centres may be requested at the discretion of the REB.

☐ **Multi-Jurisdictional Research, if applicable:** The University of Alberta has formal agreements of reciprocity with the following Institutions/REBs

- University of Calgary
- University of Saskatchewan
- University of British Columbia

These agreements stipulate that the University of Alberta will accept, with an agreed level of oversight, the prior research ethics review of the REBs at these Institutions.

If you are conducting a study that has already been approved at one of these REBs, a REMO submission is still required, for administrative purposes and for the review of local considerations (ie. local recruitment and consent).

To be considered under these agreements of reciprocity, please ensure the following are submitted:

☐ **Completed ethics application in REMO:** Please ensure all applicable sections of your application have been filled out and all questions within each of the sections has been addressed (you may choose to copy and paste responses from the approved REB application into the REMO application as many of the same questions are asked). Please also ensure all required documents have been uploaded. Incomplete applications may lead to delays. Review the user guide to [get started in REMO](#).

☐ **Approval certificates from the U of C, U of S or UBC:** Upload to the "Documentation" page in the application.

☐ **Local informed consent (ICF) and assent forms, if applicable:** Ensure the consent form(s) are on the **local** investigator's institutional letterhead. Please use the relevant template to develop the consents/assents for your study. **Consent templates** are

available on the REO website under '[Forms](#)'. Upload the completed form(s) to the Consent/Assent sections of the "Documentation" section in the application.

Final tips

- ☐ **Update the application:** When changes are requested via Reviewer Notes, please ensure that you complete BOTH steps: answer the reviewer note AND make appropriate changes within the relevant section(s) of the application. This ensures your application reflects accurate and up-to-date information. For information on how to access and respond to reviewer notes, click [here](#).
- ☐ **Be accurate:** Study title and document names will appear on the ethics approval certificate, as you have entered them in your application. Please ensure spelling, version numbers and dates are correct. For information on how to name documentation click [here](#).
- ☐ **Be consistent:** Check for consistencies across the application and between the application and all supporting documents, particularly the participant materials. This includes sample sizes, recruitment periods etc., in addition to information related to limitations on participant withdrawal, confidentiality and data retention periods. Inconsistencies impede understanding and may result in delays in your ethics review.