

## Ethics Application CHECKLIST

Please complete this checklist and provide all applicable documents.  
Do not staple your documents together.

|  |                 |                 |                       |
|--|-----------------|-----------------|-----------------------|
| The following items are mandatory and must be provided in the following order.   | <b>Included</b> |                 |                       |
| 1. 'Eligibility criteria for ethics review level' sheet  |                 |                 |                       |
| 2. The signed and dated application form with all questions answered   |                 |                 |                       |
| 3. Letter of information and/or recruitment text or verbal recruitment script  |                 |                 |                       |
| 4. Consent document(s): consent form on letterhead, verbal consent script, or other  |                 |                 |                       |
| The following items are to be included if applicable.  | <b>Included</b> |                 | <b>Not applicable</b> |
| 5. Assent form or verbal assent script (include with consent documents)  |                 |                 |                       |
| 6. Research tools: questionnaire, survey, interview guide, focus group guide, etc.   |                 |                 |                       |
| 7. Debriefing text   |                 |                 |                       |
| 8. Thesis committee approval or a letter from the supervisor attesting to the sound methodology of the project if there is no thesis committee |                 |                 |                       |
| 9. Translated documents (inserted with the original versions)  |                 |                 |                       |
| Other possible documents that may be required:   | <b>Pending</b>  | <b>Included</b> | <b>Not applicable</b> |
| 10. Letters of permission from participating organizations, institutions   |                 |                 |                       |
| 11. Approvals from other Research Ethics Boards  |                 |                 |                       |
| 12. Clearance from Health Canada   |                 |                 |                       |
| 13. Clearance from the Office of Risk Management   |                 |                 |                       |
| Other documents:   | <b>Pending</b>  | <b>Included</b> |                       |
| 14.  |                 |                 |                       |
| 15.  |                 |                 |                       |
| 16.  |                 |                 |                       |
| 17.  |                 |                 |                       |
| 18.  |                 |                 |                       |