

Ethics Application CHECKLIST

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

The following 5 items are mandatory and must be provided in the following order.	Included		
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.	Included	Not applicable	
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:	Pending	Included	Not applicable
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:	Pending	Included	
14.			
15.			
16.			
17.			
18.			