REB - EVALUATION CHECKLIST

The REB is mandated to assess the ethical acceptability of a research project through consideration of the foreseeable risks, potential benefits and ethical implications of the project. The three core principles of the TCPS 2 (respect for persons, justice, and concern for welfare) should also be kept in mind when reviewing a project. The document below is meant to assist REB members in their evaluation. When possible, references to the TCPS 2 have been included in parentheses so that you can verify the guidelines as needed. The TCPS 2 interpretations could also be of interest.

**Project Description**
- Are the purpose/objectives clearly and adequately explained?
- Are there ethical implications relating to the methods and design of the project? (Article 2.7)
- If applicable, are conflicts of interest managed properly? (Chap 7, Section D)

**Recruitment Process**
- Is sufficient information on the sample provided, including inclusion/exclusion criteria (Chap 4, A & B)?
- Is the recruitment process clearly and adequately explained?
- If there is a risk of coercion, is it dealt with appropriately?
- Are recruitment texts (e.g., email script, poster, letter of info) complete?

**Participation**
- Is participation adequately explained (e.g., activities, duration, location)?
- If research activities are recorded (e.g., audio, video, photographs), are the process and information provided to participants adequate?
- If applicable, are the details of compensation explained and appropriate? (Article 3.1)
- Are copies of research instruments appended (e.g., survey, interview guide), where relevant?

**Risks and Benefits** (Chapter 2, Section B)
- Are the potential risks clearly and adequately explained?
- If there are risks, are the measures to mitigate such risks appropriate?
- If necessary, is a list of resources for participants appended?
- Are the benefits clearly and adequately explained?

**Privacy, Confidentiality and Data Conservation** (Chapter 5 and Article 10.4)
- If the protection of the identity of participants is guaranteed, are safeguarding measures clearly and adequately explained?
- If protection of the identity of participants is not guaranteed, are limits of privacy and/or potential risks to participants clearly and adequately explained?
- Are the proposed measures for data conservation (during and after the project) clearly and adequately explained?

**Consent Process** (Chapter 3)
- Is the consent process clearly and adequately explained? (Articles 3.1 and 3.12)
- If there is a risk of coercion when obtaining consent, is it dealt with appropriately?
- If there is partial disclosure or deception, is the debriefing process clearly explained? (Article 3.7)

**Consent Documents: Is the following information included?** (Article 3.2)
- Name, contact info and affiliation of researchers
- Funding information (if applicable)
- Purpose and objectives of the research project
- Participation details (e.g., duration, location, audio-recording, transcript review)
- Nature of benefits, potential risks and mitigating measures
- Info regarding anonymity and confidentiality
- Info regarding data conservation
- Details on compensation and/or reimbursement
- Statement on voluntary participation (e.g., can refuse to participate; withdrawal of data)
- Ethics Office contact information
- Language level is appropriate for sample