GEORGIAN COLLEGE

RESEARCH ETHICS BOARD

APPLICATION CHECKLIST

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| **In order to ensure a timely response, it is mandatory to submit this checklist with your application for research ethics approval.** | | PI Use | GCREB Office Use Only |
| Study Title: | **Click or tap here to enter study title.** | | |
| GCREB File #: | | **XXXX-XX** | |
| **Step 1:** Once you have established your research questions and have a draft protocol, you may wish to assess your study for eligibility for exemption from ethics review. See [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018) – Chapter 2: Scope and Approach (ethics.gc.ca)](https://ethics.gc.ca/eng/tcps2-eptc2_2018_chapter2-chapitre2.html) and the [Guidelines and FAQs](https://www.georgiancollege.ca/about-georgian/research/research-ethics-board/#faqs) on the Georgian College Research Ethics Board (GCREB) website. Err on the side of caution, and ask the GCREB Chair before deciding your study is exempt. | |  |  |
| **Step 2:** The Principal Investigator (PI), Lead PI (for multi-jurisdictional research) and all investigators who will interact with Participants or their data must read the applicable [policies](https://www.georgiancollege.ca/about-georgian/research/research-ethics-board/#policies) and complete the [required tutorials](https://www.georgiancollege.ca/about-georgian/research/research-ethics-board/#tutorials), including:  The Responsible conduct of college research reading and tutorial (for Georgian College researchers); and  [The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018)](http://www.pre.ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html) and the related [TCPS 2: CORE-2022 (Course on Research Ethics)](https://tcps2core.ca/welcome).  Collect certificate(s) of TCPS 2: CORE-2022 completion for submission with your application to GCREB. | |  |  |
| **Step 3:** Familiarize yourself with [Freedom of Information and Protection of Privacy Act (FIPPA)](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm) and any other applicable privacy legislation and institutional procedures.  Employees may wish to read the Access and Privacy Office information on the Employee Intranet. | |  |  |
| **Step 4:** Obtain other necessary approvals/supports, e.g. permission for access to resources for research (See: [Georgian College Request for Permission for Access to Resources for Research (RPARR)](https://www.georgiancollege.ca/about-georgian/research/research-ethics-board/#forms)) and/or ethics approval from the PI/Lead PI’s home institution if it is not Georgian College. | |  |  |
| **Step 5:** Complete an **APPLICATION FOR RESEARCH ETHICS APPROVAL** or **ONTARIO COMMUNITY COLLEGE MULTI-SITE FORM** from the GCREB [website](https://www.georgiancollege.ca/about-georgian/research/research-ethics-board/#forms).  Collect signed attestations from all investigators who will interact with Participants or potentially identifiable data for this study. | |  |  |
| **Step 6:** Obtain a scholarly review of your study from a person who has demonstrated expertise in either the subject area or research methodology of the study.  Scholarly review completed by: Name of scholarly reviewer  Written review attached? Choose Yes or No. | |  |  |
| **Step 7:** Submit your **APPLICATION FOR RESEARCH ETHICS APPROVAL** or **ONTARIO COMMUNITY COLLEGE MULTI-SITE FORM** to [reb@georgiancollege.ca](mailto:reb@georgiancollege.ca) with the following: | |  |  |
| 1. **Approved Request for Permission for Access to Resources for Research (RPARR) and/or letters of support from non-Georgian sponsors, site administrators, etc.**  |  | | --- | | **File Name**  (Must be numbered 1.1, 1.2, etc. with a descriptive identifier, e.g., 1.1 RPARR\_PILastName\_PIFirstName, 1.2 Site Permission) | | Enter exact filenames on separate lines here with correct numbering format. | | | Choose an item. |  |
| 1. **Recruitment scripts and advertising materials (e.g. in-person classroom recruitment scripts, ads, posters, social media/portal posts and emails)\***  |  | | --- | | **File Name**  (Must be numbered 2.1, 2.2, etc. with a descriptive identifier, e.g., 2.1 Recruitment Poster, 2.2 Recruitment Email) | | Enter exact filenames on separate lines here with correct numbering format. | | | Choose an item. | ☐ |
| 1. **Informed consent script(s), letter(s) and/or form(s)\***   N.B. Ensure any limits to confidentiality are explained and that the participants are able to retain a copy of the consent documents with the contact information for the research team and GCREB.   |  | | --- | | **File Name**  (Must be numbered 3.1, 3.2, etc. with a descriptive identifier, e.g., 3.1 Adult Consent, 3.2 Child Consent) | | Enter exact filenames on separate lines here with correct numbering format. | | | Choose an item. |  |
| 1. **Questionnaire(s), interview guide(s) or other test instrument(s)**  |  | | --- | | **File Name**  (Must be numbered 4.1, 4.2, etc. with a descriptive identifier, e.g., 4.1 Student Survey, 4.2 Service Provider Interview Questions, 4.4 Student Focus Group Questions) | | Enter exact filenames on separate lines here with correct numbering format. | | | Choose an item. |  |
| 1. **Debriefing form or script\*** (Required only if your study involves deception or if other information needs to be provided at the end of the research activity)  |  | | --- | | **File Name**  (Must be numbered 5.1, 5.2, etc. with a descriptive identifier, e.g., 5.1 Student Debrief, 5.2 Service Provider Interview Debrief) | | Enter exact filenames on separate lines here with correct numbering format. | | | Choose an item. |  |
| 1. **Approval letter(s) from other research ethics board(s), and the approved application(s)**  |  | | --- | | **File Name**  (Must be numbered 6.1, 6.2, etc. with a descriptive identifier, e.g., 6.1 Lakehead Approval Letter, 6.2 Lakehead Application, 6.3 Expert Panel Letter) | | Enter exact filenames on separate lines here with correct numbering format. | | | Choose an item. |  |
| 1. Project budgets (if funded)  |  | | --- | | **File Name**  (Must be numbered 7.1, 7.2, etc. with a descriptive identifier, e.g., 7.1 Research Project Budget, 7.2 Phase 2 Budget) | | Enter exact filenames on separate lines here with correct numbering format. | | | Choose an item. |  |
| 1. Certificate(s) of completion or screen shots from the TCPS 2 Tutorial Course on Research Ethics (CORE-2022) for **all** investigators who will be interacting with participants or potentially identifiable data.  |  | | --- | | **File Name**  (Must be numbered 8.1, 8.2, etc. with TCPS and the investigator’s name, e.g., 8.1 TCPS Smith, Mary, 8.2 TCPS Jones, Robert) | | Enter exact filenames on separate lines here with correct numbering format. | | | Choose an item. |  |
| 1. Any separate attestation files (signature pages) from investigators who will be interacting with participants or potentially identifiable data.  |  | | --- | | **File Name**  (Must be numbered 9.1, 9.2, etc., e.g., 9.1 Investigator Assurance Smith, Mary, 9.2 Investigator Assurance Jones, Robert) | | Enter exact filenames on separate lines here with correct numbering format. | | | Choose an item. |  |

**\*Include the following statement on recruitment and/or information and consent documents, and (if applicable) on debrief documents:**

“*If you have any questions regarding your rights as a research participant, you may contact the Georgian College Research Ethics Board (GCREB) at reb@georgiancollege.ca or 705.722.5123.*”