

## Checklist of Documents that Must Accompany the Application

**Forms that must be included prior to REB review. The REB will not review incomplete files.**

<input type="checkbox"/> <b>Yes</b>	Verbal script or letter providing information to potential participants about the study (REB Application Form <i>Section F: Informed Consent Process</i> ).	
<input type="checkbox"/> <b>Yes</b>	Verbal script or document for obtaining informed consent (REB Application Form <i>Section F: Informed Consent Process</i> ).	
<input type="checkbox"/> <b>Yes</b>	A list and brief description of the proposed data-gathering instruments, including published/known reliability and validity values.	
<input type="checkbox"/> <b>Yes</b>	Materials to be used for recruitment (e.g., posters, flyers, advertisements, letters, telephone and other verbal scripts).	
<input type="checkbox"/> <b>Yes</b>	Other (e.g., draft of feedback letter)	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>N/A</b>	Completed and signed peer review form from a researcher competent to comment on the scientific merit of the proposed research
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>N/A</b>	Letter of approval for research from cooperating organizations or institutions
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>N/A</b>	Parental or legal guardian consent form (for minors and adults who are not capable of giving informed consent).
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>N/A</b>	Non-disclosure form.
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>N/A</b>	Data management agreement.
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>N/A</b>	Study-specific medical screening form (to be included if physiological assessments are made and associated risks are minimal or greater).
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>N/A</b>	Copies of data-gathering instruments developed specifically for use in this study.
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>N/A</b>	If you refer to a previously approved protocol, please attach a copy of the original application and approval letter. It is the researcher's responsibility to provide this information