



### Initial Submission Checklist

Note: This form is **REQUIRED** to be submitted with your Initial Application

In order for the REB to accept applications, please ensure that all required documents are provided for review. All **signatures MUST be obtained** prior to submission. Submission packages that do not contain all required documents and signatures will be turned away from review by the REB. Please visit our website for Forms and Guidelines: <https://www.williamoslerhs.ca/en/research-and-outreach/forms-and-guidelines.aspx>

<b>Study Title</b>	
<b>Principal Investigator:</b>	

#### 1. Submission Type

Provide a completed REB Initial Application (only one):

- Chart Reviews**
  - Complete the REB Application for Retrospective Access to Health Records
- Delegated and Full Board Studies**
  - Complete the REB Application for Research with Human Subjects
- Delegated Studies Requiring Collection of Tissue/Blood/Body Fluid**
  - Complete the REB Application for Use of Tissue/Blood/Body Fluids

#### 2. Impact Assessment

If this study impacts any department or supportive service at Osler, the study may require an Impact Assessment to be completed ahead of REB review. If you are unsure if you require an Impact Assessment, [contact Research@williamoslerhs.ca](mailto:Research@williamoslerhs.ca)

**a. Is an Impact Assessment Required?**

- Yes       No

**b. If yes, is the Impact Assessment fully completed?**

- Yes       No

#### 3. Training

Please provide copies of the following upon submission, based on study type for all research personnel. You may require more than one research training based on study type. If courses are complete through CITI under the William Osler Health System affiliation, copies are not required.

- TCPS2**
  - Required for all studies
- GCP E6 R2**
  - Required for studies involving interaction with human participants (e.g., consent)
- Health Canada Division 5**
  - Required for all regulated trials



**4. ATTACHED DOCUMENTS**

Document	
(Note: forms, templates, and guidelines can be found on our website: <a href="https://www.williamoslerhs.ca/en/research-and-outreach/forms-and-guidelines.aspx">https://www.williamoslerhs.ca/en/research-and-outreach/forms-and-guidelines.aspx</a> )	
<input type="checkbox"/>	REB Initial Application Form
<input type="checkbox"/>	<input type="checkbox"/> Principal Investigator Signature
	<input type="checkbox"/> Co-Investigator(s) Signature(s)
	<input type="checkbox"/> Division / Department / Program Head Signature <i>Must not be the Principal Investigator or a Co-investigator</i>
<input type="checkbox"/>	Study Protocol ( <i>mandatory</i> ) <i>*see website for template if needed</i>
<input type="checkbox"/>	<input type="checkbox"/> Health Canada Authorization (NOL / ITA / NOA etc.) (if applicable – must post-date protocol)
	<input type="checkbox"/> Investigator’s Brochure / Product Monograph / Device Manual ( <i>if applicable</i> )
<input type="checkbox"/>	Copies of research training certificates ( <i>mandatory – unless completed under WOHS via Citi</i> )
<input type="checkbox"/>	Consent Form(s) ( <i>if applicable</i> ) <i>*see website for template and standard language</i>
<input type="checkbox"/>	Case Report Forms/ Data Collection Sheet ( <i>if applicable</i> )
<input type="checkbox"/>	Master Linking Log ( <i>if applicable</i> )
<input type="checkbox"/>	Questionnaire/Survey ( <i>if applicable</i> )
<input type="checkbox"/>	Interview Guide ( <i>if applicable</i> ) <i>*include a preamble</i>
<input type="checkbox"/>	Recruitment Material (i.e., Recruitment Email, Scripts, Posters etc.) ( <i>if applicable</i> )
<input type="checkbox"/>	Certificates of Translation for translated documents ( <i>if applicable</i> )
<input type="checkbox"/>	Other REB approval letters ( <i>if applicable</i> )

Note: there may be additional material required for the study that is not captured in the table above. Please add additional rows as needed.

**5. SUBMISSION**

Please submit the application package to [WOHSREB@williamoslerhs.ca](mailto:WOHSREB@williamoslerhs.ca). Kindly ensure the following:

- **There are no ‘encryptions/passwords’ on the documents**
- **Each document has a version date and number in the footer (or somewhere ON THE DOCUMENT)**
- **Do not provide tracked copies with your initial submission.**