# **Application Submission Checklist**

Please **only** check mark applicable items.

Sign the declaration at the bottom of this form and submit a copy with your application.

Title of the Project: **Click or tap here to enter text.**

[ ]  GBC Research Ethics Policy (Read)

[ ]  Integrity in Scholarly Research Policy (Read)

[ ]  Institutional Approval1 (Required unless exempted)

[ ]  Completed and signed application form

[ ]  Information letter (Word format preferred)

[ ]  Consent form (Word format preferred)

[ ]  Details of methodology documents2 (if applicable)

[ ]  Approval letter(s) from another institution(s) (if applicable)

[ ]  Ethics tutorial certificate of completion (TCPS 2 2018 or equivalent)

[ ]  Reviewed and signed TCPS 2 2018 Highlights of Changes

[ ]  Named all attached documents as per GBC-REB guideline (last name, space and followed by document type)

[ ]  TCPS 2 2018 Module 9 (recommended reading, if working with indigenous population initial here:)

Declaration: I confirm that I have

1. Proofread the application for completeness, plain and clear language, spelling and grammar.
2. Completed & submitted the items checked above; and
3. Signed and dated the REB application form.
4. I understand that incomplete application and/or inaccurately named documents will not be processed.

Applicants Full Name: **Click or tap here to enter text.**

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|  |

Signature:

Date: **Click or tap to enter a date.**

Please submit all check marked documents1 electronically to researchethics@georgebrown.ca with Subject Heading: REB Application followed by Applicant’s Full Name

1Institutional Approval must be submitted to research@georgebrown.ca

2For example: Survey, Questionnaire, Interview Questions, etc.

Note: If your application is complete, you will hear a response in 28 business days from the time of submission. Note that under some circumstances, the wait time may be longer.