# **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](mailto:researchethics@georgebrown.ca) with Subject Heading: REB Application followed by Applicant’s Full Name

1Institutional Approval must be submitted to [research@georgebrown.ca](mailto: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.