# **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 to Click to Enter Title

[ ]  Institutional Approval (include recruitment script(s) and data collection instruments, i.e., surveys etc. Send completed form as a single PDF file to research@georgebrown.ca.)

[ ]  Completed and signed REB application form.

[ ]  Information letter (Word format preferred)

[ ]  Consent form (Word format preferred)

[ ]  Additional Recruitment and Data Collection Instruments (if applicable)

[ ]  Ethics tutorial certificate [**TCPS 2: CORE-2022**](https://tcps2core.ca/welcome) (Course on Research Ethics) or approved equivalent)) for entire research team.

[ ]  Files must be named per the following standard: last name, space; document type, space; date in YYYY-MMM-DD format, example: Consent Form completed by Barry Tone on January 1, 2020. The format must be: **Tone Consent 2020-Jan-01**

**Additional Section for Research Approved by Other REBs**

[ ]  Approval letter(s) from accredited Canadian postsecondary institution(s) who have established Ethics Boards, include feedback/clarification letter(s) (if applicable)

[ ]  Ethics tutorial certificate [**TCPS 2: CORE-2022**](https://tcps2core.ca/welcome) (Course on Research Ethics) or approved equivalent)) for entire research team.

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.

I understand that incomplete application/inaccurate named files will not be processed.

Applicant’s Signature: 

Applicant’s Name: Click to Enter Name

Date: Click to Select Date

Please submit check marked files, except the Institutional Approval (see instructions above), electronically to researchethics@georgebrown.ca

Note: If your application is complete, you will receive a response within 10 business days from the time of submission. Note that under some circumstances, the wait time may be longer.