University of British Columbia – Children's & Women's Research Ethics Board

UBC C&W Research Ethics Board
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RISe Application Checklist

This document is meant to help researchers avoid common administrative errors and omissions on ethics applications. More detailed guidance on applications is also available here – Clinical Application and Behavioural Application. The REB recommends reviewing the notes listed below before submitting an ethics application for review; all applications undergo initial screening when received by the REB and incomplete applications will be sent back for missing information and/or documents.

- ☐ General: All applicable sections of the RISe Application must be completed accordingly. *Note, referring to other sections of the application and/or study documents is not sufficient. The application, protocol and all attached documentation should align and be cohesive, including version dates.*
- ☐ Section 4.4: Ensure this section has been completed correctly, *does this study qualify for minimal risk review?* Please note full board meeting deadlines for all studies requiring full board review.
- ☐ Section 4.5 (4.4 on Behavioural application): Peer review is attached, described or an explanation for why one has not taken place is provided (e.g., at a minimum, it can be indicated that because the research is minimal risk, a peer review is not required as per the TCPS2 Guidelines).
- ☐ Section 4: More information on truncated applications can be found here: View A (Clinical), View K (Behavioural), View L (Behavioural), View M (Clinical), View T (Clinical). *Please note that once the application has been approved, truncated applications cannot be revised to the full application and cannot be revised to include additional research methods (i.e., interviews, focus groups, etc.).*
- ☐ Section 5.4: Recruitment procedures are clearly outlined, specifically for studies taking place at multiple sites – local recruitment has been clearly outlined.
- ☐ Section 5.7 (5.6 on Behavioural application): Study activities are clearly outlined, including where the study activities will take place (e.g. online, in person, hybrid, etc.), which study team member will conduct them, which participants will participate, and what data will be collected.
  - ☐ For studies taking place at multiple sites – local study activities have been clearly outlined.
- ☐ Section 8.6: It should be clear if data/samples are being banked for future, unspecified research. If so, TCPS2 (2022) Broad Consent for the Storage of Data and Human Biological Materials for Future Unspecified Research guidance should be adhered to, and an optional consent should be included with the submission.
- ☐ Section 9: All study documents have been uploaded accordingly (i.e., protocol, consents, assents, recruitment materials, scripts/templates, data collection forms, etc.).
  - ☐ Section 9.1: Ensure a complete research protocol has been uploaded. The C&W REB does not allow proposals submitted to granting agencies to be used to meet this requirement. See guidance on protocol requirements for a research protocol. *Ensure that documents are in their final form (no track changes or comments). Track changes are only required once provisos have been issued.*