

**THE UNIVERSITY OF WESTERN ONTARIO**

**RESEARCH ETHICS BOARD FOR  
NON-MEDICAL RESEARCH INVOLVING HUMAN SUBJECTS (NMREB)**

**PROTOCOL SUBMISSION FORM INSTRUCTIONS**

**(VERSION - October 2011)**

The protocol submission form is created in MS Word 97. *Be patient* with the form – occasionally some of the boxes do not appear to be fully formed however they are there and saving the form or the addition of a hard return makes the lines reappear. The question and response boxes are created in Tables. The sections for narrative responses are outlined in red and will expand as material is added with the exception of Section 3 where, because the responses can be lengthy, are to be entered after the question box at the red arrow ⇒. X's or other symbols may be used in sections requiring a selection e.g. yes or no. Rows may also be added to tables 1.5, and 7.1 if required. Once completed, please review the document to ensure that it is complete and layout (e.g. page breaks and other formatting ) is appropriate.

- Number **all** pages: The document will automatically number the pages as text is added (text may be entered directly or copied and pasted from another electronic document) and the document expands but if hard copy pages from other sources are inserted in the package they must be numbered appropriately in conjunction with the protocol submission form. e.g. page 8 a, page 8 b etc.
- Bear in mind that some members of the REB may not be experts in your field so please strive to make your submission understandable to those outside your area of expertise
- Minimum font size is 12 point. Hand written submissions are not acceptable.
- Incomplete or illegible submissions will be returned to the investigator without review.

***It is the investigator's responsibility to ensure the material is received by the Office of Research Ethics by the meeting deadline. Materials received after the deadline will be put over to the next meeting.***

**Send submissions to:**      **Office of Research Ethics**  
**Room 5150 Support Services Building**  
**UWO**  
**London, Ontario N6G 1G9**  
**[rebsubmissions@uwo.ca](mailto:rebsubmissions@uwo.ca)**

**Number of Copies Required:**

Investigators are expected to provide sufficient copies for the REB review. Submissions must be collated into packages for each committee member and stapled or clipped with sturdy, well anchored clips (note – paperclips frequently become dislodged resulting in disordered protocols.)

*Fax submissions are **not** accepted.*

	<b>Protocol Submission Form 3-F-001</b>	<b>Instruments – standard, previously validated or previously approved by the NMREB</b>	<b>Instruments – new or adapted</b>	<b>Recruitment ads or posters</b>
<b>Full Board Review</b>	<b>Total of 13</b> Original (signed) + 12 Copies + electronic copy	4 copies + electronic copy	13 copies + electronic copy	13 copies + electronic copy
Total of 13 copies (1 original signed by PI and 12 copies). All 13 of the copies should include any new or adapted instruments (e.g. questionnaires) and the recruitment ads or posters. The standard, previously validated instruments to be used in your research need only be included in the original and 3 of the copies.				
<b>Delegated Review</b>	<b>Total of 1</b> Original (signed) + electronic copy	1 copy + electronic copy	1 copy + electronic copy	1 copy + electronic copy

<b>DO YOU HAVE ANY QUESTIONS?</b>	<b>Name</b>	<b>Telephone</b>	<b>Email</b>
	Grace Kelly Ethics Officer	519-661-2111 ext. 84692	<a href="mailto:grace.kelly@uwo.ca">grace.kelly@uwo.ca</a>
	Julie Pfeiffer Admin Assistant	519-661-2111 ext 86811	<a href="mailto:jpfeiff@uwo.ca">jpfeiff@uwo.ca</a>

For guidelines, deadlines, REB membership and to determine if your research is eligible for Delegated Review etc. please check the following websites.

**UWO Office of Research Ethics Website**

<http://www.uwo.ca/research/ethics>

**Non-Medical Research Ethics Board (NMREB)**

<http://www.uwo.ca/research/ethics/nmreb.html>

**Which REB do I use?**

<http://www.uwo.ca/research/ethics/which-reb.html>