


Health Science Delegated Review New Submission Checklist

This check list serves to assist Researchers when submitting a new application for Health Science delegated review. Although each submission is reviewed on a case-by-case basis, this check list also incorporates common errors encountered by the Research Ethics Board and is by no means a comprehensive list. For additional resources, please visit the Office of Research Ethics webpage (<http://www.uwo.ca/research/services/ethics/index.html>) or click on the blue icon in the application .

If you are unsure which board or review level to submit to, please call the office PRIOR to submitting to confirm.

Letter of Information & Consent	YES	NO
Is there a Letter of Information & Consent attached? A Letter of Information is required for all studies collecting data prospectively. Guidelines/templates on how to create a Letter of Information go to: http://www.uwo.ca/research/services/ethics/health_sciences_reb/index.html ** needs to be submitted on institutional letterhead** **Consent Form must be submitted as the last page of this document**		

WESTERN PROTOCOL (Application Form)	YES	NO
Section 1.11 - Did you list all LOCAL team members AND their responsibilities?		
Are all supporting materials in sections 2.3 and 2.7 attached (questionnaires, surveys etc.)?		
Section 2.3 - Is there a description of the study design and methodology included here (ex. Observation study, grounded theory, survey study etc.)? Please note: Study procedures are detailed in section 2.7. Please do not cut and paste from a grant application, Sponsor Protocol etc. as the description and procedures should be succinctly described here in lay terms.		
Risks and benefits, section 3.1 - Are personal benefits indicated? Please note: monetary compensation is NOT a benefit for participating. DO NOT list that here		
Section 4.2 , recruitment and informed consent- are all study advertisements submitted (telephone script, class announcement, posters, letters to participants etc.)?		
Confidentiality and Data Security (section 5) - Are all personal identifiers listed and their collection justified? If you are collecting date of birth, you need to indicate if it is the full date of birth,		

<p>partial (month and year) or just age and provide a justification why you are collecting it. In accordance with the Tri-Council Policy Statement 2 (Chapter 5), Researchers should collect minimal amount of personal identifiers (ex. Names, date of birth, address etc.) that is necessary to conduct the research. Personal identifiers should be collected and stored separately from research data and be linked via a study ID and they should not appear on data collection forms/questionnaires/surveys.</p>		
<p>Section 5.14: Did you indicate how long you are keeping the study data? Please note data retention policy is 5 years for Western affiliate study, 15 years for Lawson affiliated study and 25 years for Health Canada regulated studies. Please ensure this information is in the Letter of Information</p>		

Study Documents Submitted with Application	YES	NO
<p>Do all documents submitted with the application have a version date in the footer?</p>		
<p>Have you exported a Word or PDF copy of the application? Please note that this is required for when you respond to the Board's recommendations (after review).</p> <p>State: Pending Info by ORS</p> <p> <input type="button" value="Close"/> <input type="button" value="Print"/> <input type="button" value="Export to Word"/> <input type="button" value="Export to PDF"/> </p>		
<p>Have all documents including your application been proof read for typos, grammar and proper English?</p>		