CFREB New Certification Checklist

Prior to submitting your ethics application in IRISS, please review this list to ensure that your application is complete. This checklist checks for the general completeness of an application – depending on your specific research project, additional information may be required.

Please note that selecting certain options in the IRISS application may generate additional pages that should be completed. It is recommended that researchers review each page of the application prior to submission to ensure that no pages have been missed.

Researcher Profile:

- ☐ Has a recent copy of the Principal Investigator's (PI) CV been uploaded?
- ☐ Has a copy of the PI's TCPS2:CORE or CITI Training Certificate of Completion been uploaded?

Research Ethics Board:

- ☐ Has "CFREB" been selected as the appropriate Research Ethics Board?

Study Identification:

- ☐ Have all study team members been listed under the appropriate sections?
- ☐ Has a Primary Admin Contact been listed under section 6.0?

Application Type:

- ☐ Has the appropriate type of application been selected?

Funding Information:

- ☐ Has this page been filled out with all currently available information?

Conflict of Interest:

- ☐ Have all questions on this page been answered?

Impact and Operational Approvals:

- ☐ Have all locations for the research been specified in section 1.0?
- ☐ If additional approvals will be sought (e.g., from a school board, from a community ethics board, etc.), have they been listed under section 2.0?
- ☐ If additional approvals have already been obtained for the research, has the relevant documentation been uploaded?

Study Objectives and Design:

- ☐ Have the anticipated start dates for the study allowed sufficient time for ethics review (6-8 weeks from date of submission)?
- ☐ Has an overview of the full research project been provided in sections 5.0 and 6.0?

> **NOTE**: The primary concern for CFREB review is the experience and perspective of participants. In section 6.0, please include a detailed description of what the actual research experience will be from the point of view of your research participants.

Risk Assessment:

- ☐ Have all potential risks to participants been identified on this page?
- ☐ Has a risk mitigation strategy been described for those risks?

Benefits Analysis:

- ☐ Have all questions on this page been answered?

Participant Information:

- ☐ Has the study population been described in detail?
- ☐ Have all inclusion and exclusion criteria been specified?
- ☐ Has the correct response been provided for section 4.0?

> **NOTE**: Any participant interaction with researchers, either directly or through an intermediary (e.g., mailing lists, third-party survey administrators, MTurk, etc.), requires a response of "Yes" for this question.

Recruit Potential Participants:

- ☐ Has your recruitment strategy (including any screening methods) been described in detail?
- ☐ If reimbursements or incentives will be used, has the correct response been provided for section 5.0, and has the Reimbursements and Incentives page been completed?

Informed Consent Determination:

- ☐ Have you described in detail how participant consent will be obtained for the study?
- ☐ Has a response for section 6.0 been provided?

Research Methods and Procedures:

- ☐ Have all research methods that will be used in the study been selected?
- ☐ Are all selected methods consistent with what is described on the Study Objectives and Design page and consent documentation?
- ☐ Have all corresponding research methods pages been completed?

Data Collection:

- ☐ Have all questions on this page been answered?

> **NOTE**: If a question is not applicable to your study, please write "N/A."

Data Identifiers:

☐ Has all identifying and demographic information that will be collected from participants been described?

Data Confidentiality and Privacy:

☐ Have all questions on this page been answered?

NOTE: If a question is not applicable to your study, please write "N/A."

Data Storage, Retention, and Disposal

☐ Have all questions on this page been answered?

NOTE: If a question is not applicable to your study, please write "N/A."

Documentation

Recruitment Materials:

☐ Have all recruitment materials been uploaded?

☐ Do all recruitment materials contain the University of Calgary logo and the standard ethics approval statement: "The University of Calgary Conjoint Faculties Research Ethics Board has approved this study (REBXX-XXXX)"?

Informed Consent:

☐ Have all consent materials been uploaded?

☐ Has the CFREB consent form template been used?

NOTE: The CFREB consent form template is available under the "Forms & Templates" tab here.

Data Collection Instruments:

☐ Have all data collection instruments been uploaded (e.g., questionnaires, surveys, interview scripts, focus group guides, observation protocols, etc.)?

When the application is ready for submission, the Principal Investigator must submit the file in IRISS.