

REB APPLICATION CHECKLIST

- Did you download the application form from the REB website at (<http://www.stmarys.ca/academic/reb/forms.html>) to ensure that you're working with the most recent version of Form 1?
- Have you **typed** your application?
- Have you answered **all** questions on the application form?
- Have you **signed** the application?
- If the applicant is a student, has a faculty supervisor signed the application?
- Have you included **all** necessary attachments (e.g., interview protocol, surveys, scales, scripts, advertisement poster, etc.)?
- Have you described how participants will be recruited for your study and included drafts of letters, telephone calls, etc. that you plan to use for this purpose?
- Have you included an Informed Consent Form (see Web site for sample wording at: www.smu.ca/academic/REB) or a script that you plan to use to ensure that participants are informed of what their participation entails and aware of the benefits and risks of your study?
- If applicable, have you included a participant **feedback** sheet?
- Have you described how you'll take steps to ensure that your data is secure at all times?
- If using deception, have you included a **debriefing** sheet?
- Have you submitted your signed original application **PLUS three copies** (including all attachments) to the Research Ethics Board located in the Atrium Building, Room 211?
- Have you included this completed checklist with your application?

Please note that incomplete applications
will result in processing delays