

**Research Ethics Board Application Checklist**  
\*NB: Provide one (√) in an unshaded box for each item.

<b>Study Title:</b>				
<b>Site Principal Investigator:</b>				
<b>Contact Name &amp; E-mail Address:</b>				
	<b>Check one (√)</b>			<b>Explanation for Pending or N/A Items</b>
	<b>Included</b>	<b>Pending</b>	<b>N/A</b>	
(1) This Research Ethics Board Application Checklist.	√			
(2) Completed TAHSN Human Subjects Research Application - <i>Version approved by TRC March 08 2010</i> . Applications must include signatures of all investigators and the Bloorview Research Institute Director.				
(3) Your full research proposal.				
(4) Signed <i>Scientific Review Form</i> (or equivalent*) <u>and</u> your itemized response to comments from the scientific review committee.				
(5) Letters/e-mails (where appropriate) from senior director of program at Holland Bloorview indicating administrative support for project and availability of participants.				
(6) Letter/e-mail from Bloorview School Authority and other school principals indicating support for project and availability of participants.				
(7) Letter/e-mail from Pharmacy acknowledging availability of resources for pharmaceutical services at Holland Bloorview.				

	Check one (√)			Explanation for Pending or N/A Items
	Included	Pending	N/A	
(8) All information letters/consent forms with Flesh-Kincaid readability at Grade 6 or lower. Assent forms with readability at Grade 3 or lower. Check (√) only if the Grade levels are noted on the consent and assent forms.				
(9) Letter/e-mail recruitment letters, phone scripts, non-standardized questionnaires, study measures, screening forms, and data collection forms developed for the study.				
(10) Completed product risk review for studies involving the evaluation of prototype assistive devices or related technologies. Check (√) as "Included" if you conducted the risk review.				
(11) Investigator Brochure or Product Monograph				
(12) TAHSN <i>Data &amp; Biological Sample Transfer Agreement</i> form (version date May 2010) for personal health information or biological samples transferred outside of Holland Bloorview.				
(13) Letters of approval from research ethics boards in other jurisdictions where research is to be conducted.				

\*NB: The latest guidelines, templates, and examples of completed forms are available on-line at  
[www.hollandbloorview.ca/research/scienceandethicsreview/index.php](http://www.hollandbloorview.ca/research/scienceandethicsreview/index.php)

Please contact the Holland Bloorview Research Ethics Board if you need assistance to find or access these forms.

Call REB Office: 416-425-6220 x 3500; REB Coordinator: 416-425-6220 x 3507  
 or imelissa@hollandbloorview.ca