Holland Bloorview
Kids Rehabilitation Hospital

REB No: _____

Bloorview
RESEARCH INSTITUTE

Research Ethics Board (REB)
Application Checklist

Application packages must be submitted to the *Research Operations Office (4W 360)* according to the BRI Submission dates which can found at http://research.hollandbloorview.ca/ResearchEthicsBoard/SubmissionMeetingDates

Holland Bloorview REB forms/templates and policies can be found at http://research.hollandbloorview.ca/ResearchEthicsBoard
Contact the Research Ethics Office – 416-425-6220 ext. 3507 or reb@hollandbloorview.ca

Study Title:
Grant Title:
Grant Agency:
Local Principal Investigator:
Contact Name & E-mail Address:

Documents	Included	Pending	N/A	Explanation for Pending or N/A Items
TAHSN Application Form application must include signatures of all investigators and the Bloorview Research Institute Director.	☐			
Study Protocol must include a version date and a field to record REB number. (e.g. Version dated DD/MM/YY REB# XXX)	☐			
Signed *Scientific Review Form* (or equivalent*) and your itemized response to comments from reviewer(s).	☐			
Departmental Approval Form for research involving clients at Holland Bloorview and the Bloorview School Authority.	☐		☐	
Informed Consent Forms (ICF) and Assent Forms. ICF with Flesh-Kincaid readability at Gr. 6 or lower; Assent forms at Gr. 3 or lower.	☐		☐	
BRI 'Participate in Research at Holland Bloorview' Flyer	☐		☐	
BRI 'Participate in Research at Holland Bloorview' webpage information using CMS template. (see 'Forms' section on REB website)	☐		☐	
connect2research Provide a decision letter from the Connect2research office; include all letters, scripts, and emails that will be used to contact participants	☐	☐	☐	
Participant Documents All documents that will be given to, read to, or seen by participants including recruitment materials, phone/email scripts, questionnaires/ surveys, outcomes measures, screening forms, data collection forms.	☐	☐	☐	

Documents	Included	Pending	N/A	Explanation for Pending or N/A Items
Letters of approval from research ethics boards in other jurisdictions where research is to be conducted. E.g. School Boards, Hospitals.	☐	☐	☐	
Data & Biological Sample Transfer Agreements*.* For studies involving any research data or biological samples transferred outside of Holland Bloorview.	☐	☐	☐	
Risk assessment documentation. For studies involving Class 2, 3, and 4 medical devices, assistive devices or related technologies.	☐		☐	

For Regulated Drug or Medical Device Trials (only)

Documents	Included	Pending	N/A	Explanation for Pending or N/A Items
Local Principal Investigator current curriculum vitae (updated within the last 12 months).	☐		☐	
No Objection Letter (NOL)/Investigational Testing Authorization (ITA). For studies requiring submission to Health Canada.	☐	☐	☐	
Investigator brochure or product monograph. For regulated drug trial submissions.	☐	☐	☐	
Pharmacy Impact Approval. For studies requiring pharmaceutical services at Holland Bloorview.	☐		☐	