

Research Ethics Board

Office of Research

(250) 960-6735

**RESEARCH ETHICS BOARD APPLICATION CHECKLIST**

**REB Application**

|  |  |
| --- | --- |
|  | Ensure start date included in the application is *after* the REB meeting |
|  | Ensure that you have included signatures from yourself and your Supervisor (if required). |

**Information Letter and/or Consent Form**

|  |  |
| --- | --- |
|  | Purpose and goals of the research |
|  | How respondent was chosen |
|  | What respondent will be asked to do |
|  | Who will have access to the responses of the respondent |
|  | The voluntary nature of their participation (including participants right to withdraw at any time) and their information will be withdrawn as well |
|  | Potential risks (if any) from the study |
|  | Potential benefits from the study |
|  | How anonymity is addressed |
|  | How confidentiality is addressed |
|  | How information is stored, for how long, and how will it be destroyed |
|  | If the participant is being recorded and the recording is not to be destroyed a release for further use of the recording should be obtained |
|  | Name and phone number of person to contact in case questions arise |
|  | How to get a copy of the research results |
|  | Indication that any complaints about the project should be directed to the Office of Research ([reb@unbc.ca](mailto:reb@unbc.ca) or 250.960.6735) |

Revised July 2015