

## Checklist for New Studies

Submit this checklist, all other appendices, and the TCPS 2 certificate (if not submitted earlier) to [reb-submissions@cmu.ca](mailto:reb-submissions@cmu.ca) . It is preferred if these documents arrive in one email if possible.

The New Study Submission Form is an electronic form that is submitted directly to the REB email address. The form does not save automatically and it is best to cut/paste sections into the form: <https://www.cmu.ca/research-office/new-study>

Principal Investigator:

Project Title:

Date:

Documents Required	Yes	No	N/A
<b>Checklist for New Studies</b> Must include the PI's signature, and if applicable the advisor's signature	<input type="checkbox"/>	Required	Required
<b>Research Ethics New Study Submission Form</b> All information must be typewritten in the space provided. Do not leave any question blank. If the question is not applicable, type N/A. Do not only reference the protocol or attach pages of the protocol unless specifically requested in the questions on the form. Review responses to all questions to ensure consistency with protocol, consent forms and supporting documents.	<input type="checkbox"/>	Required	Required
<b>Recruitment Material</b> Include all forms of recruitment as appendices (i.e. email invitations, posters, verbal scripts etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Informed Consent Form(s)/Assent Form(s)</b> Ensure all elements of forms are included, as per the template found on the <a href="#">CMU Research Office</a> website. If more than one form is enclosed, label each one appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Research Instruments</b> Include all data instruments as appendices (i.e. questionnaires, interview questions, scales etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Forms (if applicable)</b> Include other forms as appendices such approvals from other organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">TCPS 2 Course on Research Ethics (CORE)</a> Lead researchers must undergo the TCPS 2 CORE training. Submit your certificate to the REB chairperson and it will be kept on file.	<input type="checkbox"/>	Required	Previously Submitted  <input type="checkbox"/>