

Research Ethics Board

Office of Research

 (250) 960-6735

**RESEARCH ETHICS BOARD APPLICATION CHECKLIST**

**REB Application**

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|[ ]  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**

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|[ ]  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nature of their participation (including participants right to withdraw at any time) and their information will be withdrawn as well |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 or 250.960.6735) |

Revised July 2015