



Abilities Centre Submission Process Checklist

The Joint Research Ethics Board (JREB) adopts a proportionate approach to ethics review such that the level of JREB review is determined by the level of risk presented by the research. Thus, there are two levels of JREB review possible for brand new studies: Full Board review and Delegated review (expedited). For example, studies including vulnerable populations such as children or individuals with diminished capacity for self-determination, fall under Full Board review, whereas minimal risk studies, such as some studies involving secondary use of non-anonymized data fall under Delegated review. Please see the Applications and Forms tab for required submission materials.

For Full Board review, the submission deadline is **3 weeks** prior to the monthly JREB meeting. Please see the 'Submission Deadlines and Meeting Dates' tab on the Abilities Centre JREB website. Submissions for Delegated review can be sent in at all times. However, at the discretion of the JREB Chair, the study may be assigned to Full Board review.

If you have any questions regarding the submission process and/or questions relating to research protocol, please contact Abilities Centre Research Ethics Department at researchethics@abilitiescentre.org at least **10 days** prior to JREB submission.

All submissions, regardless of review level, must be sent to REBSubmissions@ontarioshores.ca. Attach emails from individuals whose signatures are requested on application forms. These emails should state that the email serves as an indication of approval of the specific forms their approval is required on (please list these in the email). The email should also contain a statement that indicates that the email serves in lieu of a hard-copy signature.



Fill out the following forms for all initial submissions:

- Submission email including:
 - Date, Study Title, PI Name, Name of Local PI (if primary PI is not Abilities Centre research staff), Type of Study, Type of Review Requesting (FB or ER)
 - If there is no consent form, rationale must be provided
- JREB Review Fee Policy and Form
- General JREB Application (TAHSN)
- Research Intake Analysis Form, approved by Abilities Centre Research Director
- Study Protocol, most recent version (*version date format recommended, yyyy-mmm-dd*)
- Informed Consent Form- Main Study (*version date format recommended, yyyy-mmm-dd*)
- Audio/Video Consent Form (*where applicable, version date format recommended, yyyy-mmm-dd*)
- Assent Form (*where applicable, version date format recommended, yyyy-mmm-dd*)
- Posters/Flyers/Advertisement if recruiting research participants by this method

Note: It is the responsibility of the PI to verify and adhere to Abilities Centre policy regarding posters/flyers/advertisements on AC website, TV monitors, social media sites & bulletin boards. Compliance in terms of using specific Abilities Centre brand templates and formatting guidelines may need to be followed. Please consult with the Abilities Centre research team at researchethics@abilitiescentre.org for more information. However, JREB must review the contents of the form(s) and give final approval before the final postings.

- Budget
- Curriculum Vita for Principal Investigator and Co-Investigator(s) at Abilities Centre (N/A if the current version within one year is on file with the JREB)
- List of everyone involved in the study
- Approval Letter from other REBs (where applicable)



Mandatory tutorials to be completed by all research team members:

- TCPS-2 Online Tutorial Course certificate of completion (*N/A if a version is already on file with the JREB*)
- Privacy Online Tutorial Certificate of Completion

Fill out the following forms where applicable for all studies requiring ongoing review post-JREB approval:

- Amendment Checklist and Report
- Change in Principle Investigator Application Form
- Change in Study Personnel Amendment Form
- JREB Application for Annual/Continuing Approval
- Incident Report Form
- Local Serious Adverse Event (SAE) Reporting Form
- Protocol Deviation Guidelines and Report
- Final Study Closure Report