



# Faculty Checklist

## Submitting an Application to the Conjoint Health Research Ethics Board (CHREB)

This checklist will help to ensure that you have all of the required elements included in your ethics application prior to submission for review by the Faculty of Nursing Research Office.

CHREB uses the online IRISS application system to facilitate ethics application and approval processes for UCalgary researchers. ([HREBA.CC](#) ethics applications for cancer-related studies use the IRISS system as well.)

Most of the required application templates (e.g., consent forms, budget summary, telephone scripts, etc.) can be found on the [CHREB website](#). Please use these templates unless expressly instructed to do otherwise by a member of the Nursing Research Office or CHREB staff. (HREBA.CC uses many of their own templates, found [here](#).)

### Before you begin your application for ethics approval, please note:

- You will need to register for an IRISS account. If you do not already have this, please go to the [IRISS login page](#) and complete the registration form. It may take a few days to process your registration, so allow time for this. (Note: All UCalgary Co-Investigators, collaborators, research staff, and Postdocs/students must also be registered in IRISS for their names to be added to the application. This is not required for external Co-Investigators and Collaborators.)
- Unless you are applying for ethics approval of a self-funded or unfunded project, you must ensure that your project funding is in place. CHREB will not review ethics applications if funding is still pending - unless you indicate on the budget summary template that the project will proceed even if funding is not received.

### Please ensure that your application includes the following elements:

- Correctly identified study personnel:
  - Only one person can be designated as the “PI” on the IRISS application; should your team include a Co-PI, this person should be listed as a “Co-Investigator.”
  - Although Co-Investigators and other research personnel can contribute to/edit the application, the PI must submit the application in IRISS as the PI is ultimately responsible for its content.
  - *To facilitate review by the Nursing Research Office (NRO), we ask that you please add Christine Lange and Marc Hall to your application in the “Study Coordinator” box. (IRISS allows you to add more than one “coordinator,” so there will still be room for any study personnel that you wish to add.)*
- Consent forms:
  - Must adhere to the CHREB-approved templates (located under “Forms & Templates” on the CHREB website).
  - Must include the REB ID number. This is located in the upper right-hand corner of your

- IRISS application and is assigned as soon as the application is initiated.
- You will be asked to specify the reading level of the consent form. Please see the “Informed consent” section of the CHREB [checklist](#) for more information. You may copy and paste your consent form into the <https://hemingwayapp.com/> webpage to get your reading level.
- A completed Budget Summary template. This form is available on the CHREB website under “Forms & Templates.” (Delete any line items that do not pertain to your study; these are only examples.) Upload this document to Section 13.0 on the Documentation page in IRISS.
- If you have received funding for your project, you must provide proof of funding (i.e., a copy of your award letter). Please upload this document to Section 12.0 on the Documentation page in IRISS.
- Copies of any other relevant materials: recruiting materials (must include the UCalgary logo and other key information-see [CHREB’s checklist](#)), telephone script, sample questionnaires, focus group guide, etc.
- A complete copy of your project protocol (a copy of the funding application or study proposal will serve this purpose).
- In general, you need letters of support or e-mail proof that you have permission to utilize unit, organization, and/or hospital resources (e.g., if you’re recruiting unit staff at a hospital). Please upload these items to Section 12.0 on the Documentation page in IRISS.

**Please ensure that your IRISS “Researcher Profile” includes:**

- A copy of your [TCPS 2 Tutorial](#) completion certificate
- A current CV (within the last 3 years)

Once you have completed your ethics application and it is ready for NRO review, **DO NOT** hit the “Submit” button in IRISS (this will send the application directly to CHREB, where it will be sent back due to lack of Faculty approval). Instead, please submit an [online service request](#) to let Christine Lange and Marc Hall know that your application is ready for NRO review. Your application will be reviewed\* for completeness by Christine or Marc and the Associate Dean, Research (ADR). Any revisions must be completed before the ADR provides the Faculty signature on the [Department Approval Form](#) (under “Forms and Templates”).

The signed Department Approval Form will be returned to you for uploading to IRISS (Section 12.0, Documentation page) and you will be informed that your application is ready for submission. You may then submit your application to CHREB for review at your convenience.

Should you have any questions or concerns at any stage in this process, please don’t hesitate to contact Christine Lange at 403-210-6685/[christine.lange@ucalgary.ca](mailto:christine.lange@ucalgary.ca) or Marc Hall at 403-210-3859/[hallm@ucalgary.ca](mailto:hallm@ucalgary.ca).

*\*Please note that the Nursing Research Office typically requires a minimum of one week to review an application. If extenuating circumstances necessitate a quicker turnaround time, please contact Christine or Marc.*