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 approval by the Faculty of Nursing Research Office and CHREB.

The University research ethics boards use an online application system, IRISS, to facilitate their application and approval processes.

The majority of the required templates (e.g. consent and assent 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 Research Office or CHREB staff.

Before you begin your application for ethics approval, you require the following things:

☐ An IRISS registration. If you do not already have this, 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, research staff, and Postdocs/students must also be registered in IRISS for you to add their names 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 applications if funding is still pending. Nevertheless, you can certainly start working on your application in IRISS so that it is ready to submit as soon as your funding has been confirmed.

Please ensure that your application includes the following elements:

☐ 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.)

☐ A complete copy of the CHREB application:
   o 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.
   o Please note that 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."
   o The top section of the "Departmental Approval Form" (see "Forms & Templates" on the CHREB website) should be filled out and uploaded to Section 12.0 on the Documentation page. The NRO will obtain the Faculty signature for you.
   o 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.

- [ ] Consent forms:
    - o Must adhere to the CHREB-approved templates (located under "Forms & Templates" on the CHREB website).
    - o 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).
    - o You will be asked to specify the reading level of the consent form. You can use one of several free online Flesch-Kincaid readability tests to determine this.
- [ ] A completed Budget Summary document. This form is available on the CHREB website under "Forms & Templates." (Please delete any line items that do not pertain to your study; these are only examples.) Please upload this document to Section 13.0 on the Documentation page.
- [ ] 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.
- [ ] Copies of any other relevant materials: recruiting materials (must include the UofC logo and other key information-see CHREB's checklist), telephone script, sample questionnaires, focus group guide, etc.
- [ ] A complete copy of your project protocol (typically, a copy of the funding application will serve this purpose).

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 application and it is ready for review by the Nursing Research Office, **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.

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.

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 or Marc Hall at 403-210-3859/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.