Graduate Student 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:
  - **Please note that as a graduate student, your supervisor must be listed as the "PI" on the "Study Identification" page; you should be listed under the "Student" heading in Section 4.0.**
  - Although you should complete the majority of the application, only the PI is allowed to submit the application in IRISS, since the PI is ultimately responsible for its content. Only one person can be designated as the "PI" on the IRISS application.
  - *To facilitate review by the Nursing Research Office (NRO), we ask that you please add Marc Hall and Christine Lange to your application in the "Study Coordinator" box.*
  - Your supervisor should review your application in IRISS before you submit it for NRO review.
- ☐ 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 "Consent Guidance" section of the CHREB website 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. The budget template is available on the CHREB website under "Forms & Templates." (Delete any line items that do not pertain to your study; these are only examples.) NOTE: Studies with a detailed grant budget may upload a copy instead of the CHREB template. Upload the budget 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. Scholarships/fellowships are not considered research funding.

☐ Copies of any other relevant materials: recruiting materials (must include the UCalgary logo), telephone script, sample questionnaires, focus group guide, etc.

☐ A complete copy of your approved thesis proposal.

☐ 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) (only required for PIs)

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 email Marc Hall (hallm@ucalgary.ca) to let him know that your application is ready for NRO review. Your application will be reviewed* for completeness by Marc or Christi and the Associate Dean, Innovation and Research (ADIR). 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 the application is ready for submission. The PI may then submit the application to CHREB for review at their convenience.

Should you have any questions or concerns at any stage in this process, please don't hesitate to contact Marc Hall at 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 Marc or Christi.*