

## **RHSCIR 3.0 Ethics Submission Checklist**

### **Steps for REB submission:**

#### **1. Review RHSCIR 3.0 Ethics Document Package ☐**

Located on SharePoint at:

REGISTRY/ RHSCIR/ National Documents/ RHSCIR 3.0 Ethics Package

Ethics document package

- Letter to REB
- Protocol Summary of Changes Table
- Protocol – Version 13Dec2019
- Protocol – Schedule 1 – RHSCIR Dataset dated 13Dec2019
- Informed Consent Form Template- Version 13Dec2019
- Participant and Family Information Package – Version 13Dec2019
- RHSCIR 3.0 Data Collection Forms
- Community Follow Up Update and Notification Letter

#### **2. Site Specific Editing ☐**

- ✓ Protocol
  - No editing required as the protocol has been standardized across sites. Site specific requirements are made to *Protocol Schedule 1 – RHSCIR Dataset*
- ☐ Protocol – Schedule 1 – RHSCIR Dataset dated 13Dec2019
  - Add Site Name
  - Add Minimum age for RHSCIR participant
  - Confirm site level of care data collection
- ☐ Informed Consent
  - Add your local REB requirements to the RHSCIR consent form template- version 13Dec2019 (note: this version is the same as the 17May2019 version)
- ☐ Participant and Family Information Package
  - Add your site-specific contact information
- ☐ Community Follow Up Update and Notification Letter
  - Add participant name
  - Add your site- specific contact information

#### **3. Prior to Submission**

- ☐ Email or upload edited documents (Dataset, Consent Form & Participant/Family Information Package, Community Follow Up Update and Notification Letter) for National RHSCIR team approval (RHSCIR Project Manager via RHSCIR@PraxisInstitute.org)

#### **4. Submit to your local REB and provide RHSCIR Project Manager with**

- ☐ REB Submission Date
- ☐ REB Meeting Date