



Annual Review for Full Board Review

Submission Requirement Checklist

Research Ethics - Bannatyne

Failure to provide appropriate documentation as per conditions documented below will result in application being returned to the submitter. The submission deadlines will still apply if resubmission is required and may result in submission being considered only for the next deadline.

| PI _____ | HS _____ | REB Reference H/B Year Number _____ | | |
|--|--------------------------|--|--------------------------|--------------------------|
| Documents Required <i>All documents must be dated.</i> | Paper Copies Required | Yes | No | N/A |
| SUBMISSION REQUIREMENTS CHECKLIST | 1 | <input type="checkbox"/> | Required | Required |
| Cover Letter: <ul style="list-style-type: none"> List PI, Ethics Reference Number and study title. List the consent forms (including version date and version number) as to be documented on final approval certificate. | 3 | <input type="checkbox"/> | Required | Required |
| <ul style="list-style-type: none"> Ensure all questions are completed in full and that the numbers with respect to recruitment, enrolled or discontinued participants, etc. is mathematically correct. Must be signed and dated by PI or CO-PI. | 3 | <input type="checkbox"/> | Required | Required |
| Participant Information and Consent Form(s) when recruitment is ongoing: <ul style="list-style-type: none"> If any administrative changes are made they must be clearly marked by either bolding (new text) or strike through (deletions) for ease of review. All other non-administrative changes must be submitted on the Bannatyne Campus Amendment Form. Clean copies no longer required. Update version date in footer of each page. | 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Latest Data Safety Monitoring Report (if applicable) | 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Template signed and dated by PI for each calendar year. CV template previously signed in January of current year will be accepted. | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Both HREB and BREB Submissions Required <ul style="list-style-type: none"> Electronic copy on flash drive (will be returned) or CD E-mail electronic copies are not accepted. | 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Return completed form to: University of Manitoba Research Ethics - Bannatyne
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 Winnipeg, MB R3E 0W3
 Phone: (204) 789-3255