

# Annual Review for Full Board Review

## Submission Requirement Checklist

### CHIPER REB

**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.

When submitting files to the Research Ethics Board (REB) number the documents in the same order as they occur in the Check List. *Ex. 01 Checklist; 02 Cover Letter, 03 Submission Form, 04 Submission Signature form, etc.* If this is not done the submission will be returned.

| Documents Required<br><i>All documents must be dated.</i>   |  | Yes                      | No                       | N/A                      |
|---|--|--------------------------|--------------------------|--------------------------|
| SUBMISSION REQUIREMENTS CHECKLIST   |  | <input type="checkbox"/> | Required                 | Required                 |
| <b>Cover Letter:</b> <ul style="list-style-type: none"> <li>List PI, Ethics Reference Number and study title.</li> <li>List the consent forms (including version date and version number) as to be documented on final approval certificate.</li> </ul>   |  | <input type="checkbox"/> | Required                 | Required                 |
| <ul style="list-style-type: none"> <li>Ensure all questions are completed in full and that the numbers with respect to recruitment, enrolled or discontinued participants, etc. is mathematically correct.</li> <li>Must be signed and dated by PI or CO-PI.</li> </ul>   |  | <input type="checkbox"/> | Required                 | Required                 |
| <b>Participant Information and Consent Form(s) when recruitment is ongoing:</b> <ul style="list-style-type: none"> <li>If any administrative changes are made they must be clearly marked by either bolding (<b>new text</b>) or strike through (deletions) for ease of review. <b>All other non-administrative changes must be submitted on the Bannatyne Campus Amendment Form.</b></li> <li>Clean copies no longer required.</li> <li>Update version date in footer of each page.</li> </ul> |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Latest Data Safety Monitoring Report</b> (if applicable)   |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|   |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Template signed and dated by PI for each calendar year. CV template previously signed in January of current year will be accepted.</li> <li></li> </ul>  |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### Step-by-step instructions for submitting electronically

Create a zip folder of all applicable files per checklist and label it as the PI's name followed by the month of the scheduled meeting deadline. The zip folder reduces the size of the file and will hopefully make it easier when sending via email.

Prepare a separate folder for the Investigator's Brochure(s), Product Monograph(s) or safety reports. We are concerned the size of these files may create issues when sent via e-mail. This may require a second email when sending.

Send the zip folder to the [bannreb@umanitoba.ca](mailto:bannreb@umanitoba.ca) only. Do not send it to any of the REB staff's personnel email accounts.

Enter the following information as the email subject line as applicable to the submission:

*Allowzip Full Board Annual Review – Month and year of meeting deadline A – PI name and REB (HREB or BREB)*