Annual Review for Delegated Review
Submission Requirement Checklist
Research Ethics - Bannatyne

Review Annual Review Guidelines to ensure your study qualifies for delegated review. Studies funded directly or indirectly with US Federal funds Failure to provide appropriate documentation as outlined below will result in application being returned to the submitter.

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

All current forms can be accessed from our website or Click Here

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<tr>
<th>Documents Required</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<td>All documents must be dated.</td>
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**SUBMISSION REQUIREMENTS CHECKLIST**

**Bannatyne Campus Annual Study Status Report:**
- 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.

**Participant Information and Consent Form(s) when recruitment is ongoing:**
- All applicable consent forms must be combined into one electronic document for delegated review via the electronic submission portal.
- 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.

**Latest Data Safety Monitoring Report (if applicable):**

**Minor Protocol Deviation Log (if applicable):**

**Bannatyne Campus Curriculum Vitae Template:**
- Template signed and dated by PI for each calendar year. CV template previously signed in January of current year will be accepted.
- If there is a change in PI this must be submitted the C.

Retain a copy of this checklist for your records. For Delegated Annual Reviews the checklist does not need to be included with the submission.

The University of Manitoba Bannatyne Campus Research Ethics Board (REB) is accepting Annual Study Status Reports eligible for DELEGATED REVIEW ONLY via the link below. We will NOT accept any Full Board Annual Reviews or other submissions at this site.

The completed DELEGATED ASSR form can be submitted via:

**ASSR Electronic Submission**

April 2023