



Annual Review for Delegated Review

Submission Requirement Checklist

Research Ethics - Bannatyne

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 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 <i>All documents must be dated.</i>	Yes	No	N/A
SUBMISSION REQUIREMENTS CHECKLIST	For Delegated Annual Reviews the checklist does not need to be included with the submission.		
<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. 	<input type="checkbox"/>	Required	Required
Participant Information and Consent Form(s) when recruitment is ongoing: <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latest Data Safety Monitoring Report (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"> Template signed and dated by PI for each calendar year. CV template previously signed in January of current year will be accepted. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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](#)