**Please direct all questions regarding this checklist to the Office of Research Ethics at: ethics@carleton.ca**

Please include the checklist as a cover page to your protocol. This will lead to a faster turnaround for ethics review and clearance.

|  |  |
| --- | --- |
|  | **Include all information requested in CUREB Submission form** (ensure track changes have been removed and spelling/grammar has been checked. Please combine the protocol and all attachments into a maximum of two documents, 1) the CUREB Protocol form and 2) the combined study appendices. |
| **N.A.** | **For student researchers –** ensure your supervisor provides approval by attachinga completed and signed **Supervisor Signature Form** from our website. |
|  | **TCPS CORE-2022 Training Complete and Certificate attached?**  The TCPS CORE-2022 Course on Research Ethics (CORE) is now required of all researchers seeking ethics clearance from CUREB A/B: <https://tcps2core.ca/welcome>. Researchers who completed the TCPS2 2014 are asked to complete the TCPS CORE-2022 by September 1, 2022. TCPS certification must be no more than 5 years old. |
| **N.A.** | **Copies of all written communications** (e.g. recruitment materials, participant screening forms, informed consent forms, debriefing form) to participants must be on Department/Faculty letterhead |
| **N.A.**  **N.A.**  **N.A.**  **N.A.** | **Recruitment Materials**  Script(s) – in-person, telephone, 3rd party, email, etc.  Invitation to participate  Advertisement, poster, flyer  None required – explanation provided |
| **N.A.**  **N.A.**  **N.A.**  **N.A.** | **Data Collection Methods Checklist**  Standardized Instrument(s)  Survey(s), Questionnaire(s)  Interview and/or Focus Group Questions  Confidentiality Agreement  Other (e.g. step-by-step description of experiment tasks, description of biomedical or prototype materials used in the experiment and photos of these materials, links to videos that participants will be asked to view). |
| **N.A.**  **N.A.**  **N.A.** | **Free and Informed Consent (instructions here)**  Consent and Assent Form(s) – include forms for all participant groups and data  gathering methods.  Letter(s) of Information for Implied Consent  Verbal Consent and Assent Scripts |
| **N.A.** | **Debriefing Materials** |
| **N.A.**  **N.A.** | **Are all recordings (videos, audio, photo) used in the study adequately explained in the protocol?**  Permission obtained for each recording? |
| **N.A.** | **Permission obtained to access confidential documents or materials?** |
| **N.A.** | **If using deception, participants must be debriefed. They must also have the opportunity to withdraw their data (a follow-up consent form should be given so participants may consent to the use of data in cases of deception).** |
| **N.A.** | **Other Approvals**  (e.g.Biohazards committee approval number, site permissions to recruit/conduct research on properties, at organizations, and at institutions, research contracts and data sharing agreements etc.). |