Reviewer Checklist

- This checklist is designed to aid in ethical review of research studies across various disciplines, including clinical research, health- related research, and social sciences research. It is intended to ensure that proposed studies adhere to ethical standards and principles. Reviewers should carefully assess each item and provide feedback accordingly.
- Please complete this checklist as you review the study application and attachments . Indicate whether the researcher has adequately considered and safeguarded the following areas of concern.
- Remember, the research ethics office (REO) has already conducted a preliminary ethical review of the study. They have included questions or comments for you in the review box on TRAQ or CTO. They have also ensured all required administrative elements are included in the studies.
- Comments: If you copy and paste into TRAQ or CTO, ensure it is written in question format that can be copied and pasted into the review letter back to the applicant.

	Completed	Comments
GENERAL REVIEWER QUESTION		
Is the study information consistent across documents?		
Is the REB application completed in its entirety?		

Methodology/Procedures:		
Is the methodology/design adequate ly described to address ethical concerns? NOTE: evaluating methodology from the ethical perspective is the mandate of the REB. A scientific peer review would be looking at methodology as a whole.	•	
RECRUITMENT OF PARTICIPANTS AND PARTICIPATION		
Inclusion / Exclusion Criteria :		
Are criteria for inclusion/exclusion equitable (i.e., no exclusions on basis of race, age, gender, etc ., unless justified) ?		

Does the nature of the research impact the vulnerability for any of the groups listed? Check all that

HSREB Submission Checklist

Are the data being stored in appropriate locations during and after the study? Do only the appropriate members of the study team have access to the data?		
Is there a data management plan to ensure movement of data (e.g., into and out of the institution , including external devices, hard copy to soft copy) is secure and is it adequate?		
Is there a data management plan for the deletion or long-term retention of the data? https://www.queensu.ca/accessandprivacy/guidance/storing-university-records		
If recontact after participation is suggested has this been clearly documented in the ICF/LOI? If yes, ensure the length of time on this recontact list and the terms of how recontact is to take place are clearly stated.		
Is there a plan to share the data outside of the study team once the study is completed? If so, has it been properly outlined in the ICF/LOI and has proper consent been asked for/obtained from participants?		
LETTER OF INFORMATION SHEET AND/OR CONSENT FORM		
Has the Queen's University consent form template been used? If not, does the consent form have the required elements? (NOTE: the REO team will ensure all the required statements are included in the consent forms. Please ensure from the researcher perspective that all the elements of informed consent are present - see below for details) .		
Are information/consent documents free of unexplained technical terms, acronyms & jargon? Ensure the consent form is written in simple language at a level of the intended audience.		
Are information/consent documents free of language that waives the participant's legal rights, or that releases the investigator, institution, or sponsor from liability?		
LOI/ICF Purpose of the Study:		
Is the purpose of the study clearly described?		
Is the expected duration of participation in the study described and accurate as per the application?		
Is the eligibility of participants to be involved in the study described?		
LOI/ICF Study Procedures :		
Are participant responsibilities described (e.g. order of procedures, amount of time required)?		
LOI/ICF Risks & Benefits :		

Are the foreseeable risks clearly described and the probability of their occurrence given (if applicable) ?

HSREB Submission Checklist - For Reviewers

*This is an aid, for your reviews and for your documentation only

materials/forms ?		

Select the Review Option:	
Pending	
Approved	You as a reviewer have reviewed and approved this submission. The pr• •(õ,g % Q –dXÅ •(þ B&P – Ó™*h ÓB&ᵀ