HSREB Submission Checklist - For Reviewers



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

Reviewer Checklist

- x 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.
- x 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.
- x 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.
- x 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.	•	
RECRUITMENTOF PARTICIPANTSAND PARTICIPATION	l	
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

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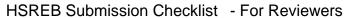
Are the data being stored in appropriate locations		
during and after the study? Do only the appropriate		
members of the study team have access to the data?		
Is there a data management plan to ensure movement		
of data (e.g., into and out of the institution , including		
external devices, hard copy 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/st		
oring -university -records		
If recontact after participation is suggested has this		
been clearly documented in the ICF/LOI?		
been deally decamented in the 1017E01:		
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 OFINFORMATION SHEETAND/OR CONSENT FO	DDM	
	JRIVI	
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 t echnical 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)?		
I OI/ICE Risks & Banafits		



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





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materials/forms ?	

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

V1.0; 08-Apr-2024