Research ethics board (REB) preparation checklist

Gather what your institution's research ethics board asks for before you submit a protocol. Only the REB can approve the research. TCPS 2 is the national policy statement.

NAME

DATE

THE PROJECT

PROJECT TITLE

INSTITUTION AND REB NAME

SUPERVISOR

INTENDED SUBMISSION DATE

BEFORE I SUBMIT

- [ ] Read the official TCPS 2 policy
- [ ] Opened my institution's REB application page and used their forms
- [ ] Described participants, recruitment and consent in the words the REB form asks for
- [ ] Listed data types, storage, retention and who will have access
- [ ] Attached instruments (surveys, interview guides) the REB asked for
- [ ] Named any secondary use of data or previously collected samples
- [ ] Noted whether the project may involve Indigenous communities and read the REB's instructions for that
- [ ] Supervisor has reviewed the package

PACKAGE

REB question or document	Where the answer lives (file name or section)	Date added	REB follow-up

This is a preparation list. It is not ethics approval and it does not quote a substitute for TCPS 2 or your REB's forms. Do not start recruitment or data collection until the REB says you may.

SOURCES (CHECKED 2026-11-27)

Check current the official Tri-Council Policy Statement (TCPS 2, 2022) on the official page. https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html (checked 2026-11-26)