**APPLICATION CHECKLIST FOR RESEARCHERS**

* Completed REB Application (with signatures)

*NOTE: If application is for Capstone or Thesis research, each student or student group must complete their own application.*

* TCPS II Certificate of Researchers – verifying completion of TCPS II Core training
* Letter of Information and Consent/Assent Form(s)/Consent Form(s) for in-person (face to face) interviews/surveys and/or online surveys for research participants
* Information and Consent/Assent Form(s) for audio or video recordings (if required)
* Recruitment Material(s) – letter to participants, email text, advertisements, posters, telephone call script, face-to-face conversation script
* Data Collection Forms - Questionnaires/Surveys, Interview/Focus Group Questions
* Confidentiality Agreements for student assistants or faculty researchers (if applicable)
* Written evidence of REB approval from other institutions (if applicable)
* Letters of permission for data collection at a non-Seneca site other than those for which another REB application is required (if applicable)

The Seneca Research Ethics Board only accepts electronic copies of documents. Please submit your application and relevant appendices in electronic format to [REB@senecacollege.ca](mailto:REB@senecacollege.ca).