**Instructions for Submitting a Full REB Application**

Before submitting a full application for review, please read the following information carefully and contact the Research Ethics Board Coordinator (REB) REB@surreyplace.ca with any questions.

**A full application is required if you plan direct distribution of recruitment materials to specific clients or caregivers. This would include distributing information through emails (either individual or through an email distribution list), phone calls, or in person. Proposals must include a Surrey Place (SP) staff member as an investigator or sponsor. Project Teams that do not have a Surrey Place Employee as an investigator will need to secure a sponsor who is an employee of Surrey Place.** The role of the sponsor is to support the project within Surrey Place, e.g., liaise with managers and staff, support recruitment etc. The sponsor is also responsible for the ethical conduct of the project within Surrey Place.

Upon submission, your proposal will be screened for level of risk. Projects posing minimal risk will be assigned to delegated review by the Chair or Vice-Chair of the REB. Projects that exceed minimal risk will be reviewed by the full board.

**Instructions for Submission**

* Download and complete the Surrey Place Application for Studies
* Download and complete the Research Planning Form and have the appropriate Director or Manager of the Surrey Place investigator(s) or sponsor sign it.
	+ - * The purpose of this form is to a) get approval for the time and resources required to support the research, b) ensure other Directors whose programs may be directly affected by the research e.g., through recruitment of clients, are aware of the research and c) to assist in planning recruitment.
			* Directors carrying out or sponsoring projects within their own program do not have to complete the research planning form.
* Be sure to complete the checklist on the first page of the Surrey Place Application for Studies form
	+ - * All members of the research team, must also submit their the TCPS – 2: CORE 2022 certificate of completion. If you have not completed the course, please visit <https://tcps2core.ca/welcome> to access the modules
* The Surrey Place Research Ethics Board Committee will review many aspects of your study, however, and will pay most attention to how your research will operate within Surrey Place. **In your application, please provide a detailed description of how Surrey Place staff and resources will be involved in your project and the process for recruiting participants from Surrey Place (e.g. first contact, how they will informed of study details etc.).**
* Submit all relevant documents to REB@surreyplace.ca