**Behavioural Application Checklist**

*This document is meant to help researchers avoid common administrative errors and omissions on behavioural ethics applications. (More detailed* [guidance](https://ethics.research.ubc.ca/sites/ore.ubc.ca/files/documents/BREB_Guidance.pdf) *on the application is also available.) We recommend that you review the items listed below before submitting your ethics application for review; it could help speed up the time to receiving approval.*

* General: The application is written in third person.
* Box 1.1: The PI listed here is also identified as such on all recruitment material and consent forms.
* Boxes 1.2 and 1.3: If the research will contribute to a graduate project, the graduate student is listed as a primary contact and co-investigator in these boxes.
* Box 1.7: The study title listed here matches that given in the study documents.
* Box 4.4:
  + The peer review is described or an explanation for why one has not taken place is provided, e.g. at a minimum, it can be indicated that because the research is minimal risk, a peer review is not required as per the TCPS2 Guidelines.
  + If the research will contribute to a graduate project, it is indicated that the full and final record of the research activity has been reviewed and approved by the student’s supervisor (or committee members).
* Boxes 4.9 and 4.10: “Yes” is only selected in these boxes if the study involves only surveys or secondary use of data. Note that these boxes cannot be changed using an amendment after approval to include additional research methods (e.g. interviews and focus groups). For more info see our [guidance](https://ethics.research.ubc.ca/sites/ore.ubc.ca/files/documents/Behavioural_short-form.pdf) on short-form ethics applications.
* Box 5.4:
  + Clear, step-by-step recruitment procedures are provided including how potential participants will be identified, how their contact details will be obtained and how they will be contacted.
  + If the study employs snowball sampling, the steps described clearly conform to BREB’s third party recruitment guidelines. Contacts should not give the researchers the names and contact information for potential participants without first obtaining permission from those participants. As an alternative, contacts can pass on study recruitment material and allow those interested to contact the researchers directly.
  + Since using social media to recruit participants has the potential to raise privacy issues, it is clearly stated on any posts that if people choose to comment, like or follow it, they will be publicly identified with the study.
* Box 5.6:
  + Clear, step-by-step study procedures are provided including where the study activities will take place (e.g. online using Zoom, in person on campus), which study team member will conduct them, which participants will participate, and what data will be collected.
  + If Zoom will be used, it is clear whether the recordings will be stored on the host device or UBC's licensed Zoom’s cloud server. For more info see our [guidance](https://ethics.research.ubc.ca/sites/ore.ubc.ca/files/documents/Zoom%20Guidance.pdf) on using Zoom in research.
* Box 6.1: The time to complete the study activities given here is consistent with the rest of the application and the study documents.
* Box 6.5:
  + The remuneration given here is consistent with the rest of the application and the study documents.
  + If a prize draw will be used, the procedures are consistent with the [guidance](https://ethics.research.ubc.ca/behavioural-research-ethics/breb-guidance-notes/guidance-notes-behavioural-applications/#6pt5pt2) on using draws in research, i.e. that everyone, including those who drop out of the research, is eligible to enter the draw.
* Box 8.3: If a master list will be created linking codes to names, it will be password protected, encrypted and stored separately from the rest of the data.
* Box 8.5: The long-term storage methods are described. Note that identifiable data should be encrypted and password protected. It is also confirmed that the data will be retained for a minimum of 5 years after the date of publication and stored in a UBC facility under the responsibility of the PI (per [UBC Policy SC6](https://universitycounsel.ubc.ca/policies/scholarly-integrity-policy/)). If the data will be destroyed, the methods for doing so are described.
* Page 9:
  + All documents that participants will see are attached to this page in the appropriate boxes including consent forms, recruitment material and data collections tools.
  + The footer of each document contains a version date (mm/dd/yyyy) that matches what is entered on page 9 of the RISe application.
  + Page numbers in the format page 1 of 3, 2 of 3, etc. are included in the footers of all documents.
  + The Ethics ID# (HXX-XXXXX) is included in the footers of the documents or where it will be visible to participants.
  + Only UBC, hospital or health authority hosted emails are provided in the documents for UBC faculty, staff and students.
* Box 9.1:
  + If the research is funded, the grant proposal is attached.
  + If the research will contribute to a graduate project, their proposal is attached.
* Box 9.2:
  + The consent form contains the following UBC Research Participant Complaint Line information, “If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, contact the Research Participant Complaint Line in the UBC Office of Research Ethics at 604-822-8598 or if long distance e-mail [RSIL@ors.ubc.ca](mailto:RSIL@ors.ubc.ca) or call toll free 1-877-822-8598.”
* Box 9.7:
  + If the research involves in-person activities, the [guidance](https://ethics.research.ubc.ca/behavioural-research-ethics/ubc-behavioural-guidance-resuming-person-research-after-covid-19) on conducting research in person has been reviewed and a Safe Research Plan is attached.
  + If the research will be carried out outside of Canada, approval from Safety Abroad is attached.
  + If the research involves partner organizations, letters of support from those organizations are attached.