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| Office Use Only: RID No. |  |

**Instructions for Completion and Submission:**

This application is to be used for ***external*** research studies involving human participants wishing to receive authorization to recruit participants through Lakeridge Health staff and/or patient population. All advertisement and recruitment documents must receive Institutional approval prior to posting or distribution at Lakeridge Health. The completed application, along with all the required supporting documents (listed below) must be submitted to the REB Coordinator at Lakeridge Health. The submission of incomplete packages may result in delays of review and approval.

THIS DOCUMENT MUST BE COMPLETED ELECTRONICALLY.

Please contact the REB Coordinator at [REB@lh.ca](mailto:REB@lh.ca) with questions regarding the application submission form or the submission process.

**Application Submission Checklist:**

One copy of each of the following is required:

|  |  |
| --- | --- |
|  | ***Electronically completed*** External Recruitment Application Form |
|  | Study Protocol |
|  | REB Approval Letter from Researcher’s Site |

**Advertisements or Other Recruitment Tools to Be Used at Lakeridge Health:**

*Lakeridge Health Requirements:*

* *All advertisements/recruitment tools must contain the name of the approving Research Ethics Board*
* *Posters must be on material that is wipeable*
* *Poster Size Options: 1). 11x17 – recommended; 2) 18x24; 3). 8.5x11 – if small posting area, inquire with LH Contact*

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|  | Study Flyer |
|  | Study Poster |
|  | Study Brochure |
|  | Study Information Letter |
|  | Other Advertisements or Recruitment Tools (if applicable) |

Your completed application package should be submitted via email to the REB Coordinator at [REB@lh.ca](mailto:REB@lh.ca).

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| **Person Completing Application:** |  | **Submission Date:** |  |

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| **SECTION 1: GENERAL INFORMATION** | | | | | | | | |
| 1. | **Full Study Title**: | | | | | | | |
| 2. | **Start Date at LH:** | |  | | **End Date at LH:** | |  | |
| 3. | **List all programs, service and/or departments that will be targeted:** | | | | | | | |
| 4. | **List all documents submitted for review:** | | | | | | | |
| 5. | **Name of Document** | | | | | **Version** | | **Date** |
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| 6. | **Fill in all contact information in the section below.** | | | | | | | |
| **Study Role** | **Name/**  **Credentials** | | **Institution /**  **Department / Address** | | **Tel No.** | | **Email** |
| External Researcher |  | |  | |  | |  |
| LH Staff Contact |  | |  | |  | |  |
| 7. | **Will any study activity occur at Lakeridge Health beyond recruitment?**  Yes  No *If yes, specify:* | | | | | | | |

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| **SECTION 2: STUDY SUMMARY** | |
| 8. | **Lay Summary of Study**: |
| 9. | **Check off target populations that will participant in the study:**  Inpatients  Outpatients  Staff |
|  | **Has the study undergone review and approval from a Research Ethics Board? Please attach approval.**  Yes  No *If yes, specify where:* |

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| **SECTION 3: RECRUITMENT PROCESS** | | | |
| 10. | **How will potential participants be identified and/or referred?** | | |
| Healthcare Professional  Other (specify): | | Advertisements/web-based recruitment tools |
| 11. | **Explain who will make initial contact with participant and how (*e.g., in person, phone, letter, email/web site*) and if applicable, attach a copy of the script and/or any written material**. | | |
| 12. | a. | **How will the recruitment material be supplied?** | |
| b. | **How will the recruitment material be distributed?** | |
| c. | **How and where will the recruitment material be displayed?** | |
| d. | **How will the recruitment material be maintained?** | |
| e. | **How will the recruitment material be removed at the end of the study period?** | |
| 13. | **Have any provisions been made for participants who do not speak English?**  Yes  No  Describe: | | |

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| **SECTION 4: APPROVAL AND DECLARATION** | | | | | | |
| **PROGRAM DIRECTOR APPROVAL FOR THIS SUBMISSION**  **Program Director Approval** - I am aware of proposed recruitment material/ study information and support its display and dissemination in this program. I understand that further research activity will not be permitted without the full approval of the Institution. | | | | | | |
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|  | Program Director Name |  | Program Director Signature |  | Date |  |
|  | | | | | | |
| **LAKERIDGE HEALTH STAFF CONTACT**  I am aware of the proposed recruitment material/ study information and accept responsibility for its display and dissemination at Lakeridge Health. I agree to act as a “contact person” should additional information be requested and understand that further research activity will not be permitted without the full approval of the Institution. I agree to notify the REB Coordinator if it is determined that study activity differs from what is approved herein. | | | | | | |
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|  | Lakeridge Health Contact Name |  | Lakeridge Health Contact Signature |  | Date |  |
| **REARCHER AGREEMENT**  I assume full responsibility for the scientific and ethical conduct of this study as described in this application and submitted protocol, and agree to conduct this study in compliance with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2),* the *Personal Health Information Protection Act (PHIPA) (2004),* and any other relevant laws, regulations or guidelines. I agree that if there is a change in the status of the Research Ethics Board approval noted above, I will inform the REB Coordinator and the staff contact immediately. I will only conduct study recruitment as outlined in this application and am aware that any additional study activity may not occur without the full approval of the Institution. | | | | | | |
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|  | Principal Investigator Name |  | Principal Investigator Signature |  | Date |  |
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