Top 10 Tips for a Successful REB Application

1. **Develop a protocol.**
   - For clarity, prior to starting your WREM submission write a stand-alone protocol and think about how the study will be operationalized. WREM is not an opportunity to design a study; this should be done prior to the application.

2. **Consider institutional requirements.**
   - In addition to ethical requirements, there are institutional requirements about data retention, confidentiality and privacy, participant approach, etc. Please consider these in the study design.

3. **Consider all of your different participant groups.**
   - It is common to recognize only patients or only those receiving an intervention as participants. However, anyone contributing data is considered a participant and needs to have their role explained in all pertinent sections of WREM.

4. **Carefully read and respond to the WREM application questions.**
   - Full study details are important for the REB to understand what participants will experience, and to assess risks and benefits.
   - Ensure questions are answered sequentially and accurately as WREM uses "smart" forms (i.e., questions populate based on answers to previous questions).

5. **Make use of our templates and guidance documents.**
   - Available on our website and under WREM "Help" tab, these documents explain local policies and provide examples for formulating key documents like recruitment materials and Letter of Information and Consent (LOI/C) documents.

6. **Consistency is key.**
   - If contradictory information is provided between questions or documents, it is impossible to know the researcher's intentions. In particular, information in the recruitment materials and LOI/C and must match what is described in WREM.

7. **Ensure completeness.**
   - Please submit ALL study documents and instruments for review as participants will see them, and describe all logistics in the relevant sections of the application. Incomplete submissions will be returned un-reviewed.

8. **Allow adequate time for review and responses.**
   - Applications generally require recommendations; plan ahead! Depending on volume, initial recommendations are typically sent out 2-3 weeks *after* an application is deemed complete by the OHRE.
   - Responses to recommendations are typically reviewed 1-2 weeks from resubmission. Subsequent recommendations may arise.

9. **Response documents are important.**
   - A response letter is required to guide the REB in reviewing researchers' responses to recommendations. Response documents need to include each recommendation and a full response. A full response addresses the recommendation and/or provides any necessary clarification.

10. **Reach out!**
    - Ethics Officers are happy to discuss applications on the phone, via email, during office hours, via correspondence in WREM, or in scheduled meetings.