

Submitting to CREBA

The Committee strives to review all submissions within one month of receipt. To facilitate this, submissions must be received at least two weeks prior to the CREBA [meeting date](#). Please refer to the checklist below to ensure your submissions are complete.

CREBA Submission Package Checklist

Your submission to CREBA should include all of the following:

- 1. Completed CREBA [Request for Review form](#) including a signature for each investigator / advisor / administrator listed.

(Please do not refer the reviewers to the full proposal for details of any section)

- 2. Copies of all relevant protocol/project elements:

- Consent form(s), information sheet(s)
- Public notices or advertising sheet(s)
- All instruments/tools to be used in the study including interview/focus group scripts
- Other forms/sheets

- 3. Attach the complete Full Research/Project Proposal as outlined below

(this may be your submission to your funder):

To ensure completeness, does your full proposal include the following elements/ content?

- Abstract
- Type of Study and Background to the Study
- Rationale / Relevance of the Project
- Literature Review
- Specific Study Questions / Objectives / Hypotheses
- Research Methods *(please review the following to ensure the necessary details are included in your proposal):*

a) **For quantitative studies, include ALL of the following:**

- i) Study design,
- ii) Subjects (inclusion/exclusion criteria; sampling; recruitment plans; and method of assignment to study groups),
- iii) Data collection (primary and secondary variables: outcomes, predictors, confounders; measures/instruments; and procedures),
- iv) Intervention, and
- v) Statistical considerations (sample size; data analysis).

b) **For qualitative studies, include ALL of the following:**

- i) Study design and underlying theory,
- ii) Subjects (inclusion/exclusion criteria; recruitment plans),
- iii) Data collection procedures, and
- iv) Data analysis procedures (address researcher bias)

- Ethical Considerations:** Consent form; privacy of information; letter of support (if accessing information from a database outside of your control); confidentiality agreement (if necessary for those accessing participant information)
- Budget** *(please attach one page with full budget details)*

- Work Plan**
- Dissemination Plan**
- Recent Curriculum Vitae of all investigators/advisors listed on your CREBA application form**
- Appendices** (*any relevant additional or supporting documents, including Letters of Support as appropriate*)

Please note that incomplete submissions will not be reviewed until all required material is provided.

After completing the checklist, send **ten (10) complete copies of your submission** via courier or mail and one electronic copy to:

Linda Barrett-Smith
Director, Research Ethics Initiatives
c/o Alberta Innovates – Health Solutions
Suite 1500, Bell Tower
10104 - 103 AVE.
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If you are unsure whether your project requires ethics review or if you have questions about the process, please feel free to contact us at any point by email linda.barrett-smith@albertainnovates.ca or by phone (780- 423-5727).