

Multi-Jurisdictional Application Form

Orange text indicates an upload or action feature

Red//bold indicates question/feature dependencies

Green text indicates a question that can be duplicated to provide multiple answers

Blue Text indicates the help text associated with the question

Questions with an asterisk (*) are mandatory and must be completed prior to signatures and submission

Study Information:

This form is intended only for researchers collaborating in a peripheral role on research projects outside of Western University and its affiliated institutions, when the researcher is **requesting confirmation on whether their role in the project requires REB review at Western**.

- If, based on the Multi-Jurisdictional Research Guidance Document, it is clear that the researcher is *directly involved* in the conduct of the study, please *submit a NEW Initial Application* to the applicable REB.
- If it is clear to the researcher that their role is *peripheral* according to the Guidance Document, and *no confirmation is needed* from the Office of Human Research Ethics, the researcher may *proceed without submitting* any forms for ethics review.
- ***If confirmation of a peripheral role is required, please proceed with completing this application.*** The Office of Human Research Ethics will issue an acknowledgment letter confirming the peripheral role OR request a NEW Initial REB Application if needed.

1.1 *If this is the first time you are submitting this particular application to the REB, select “Initial Submission”. If this application has already been reviewed by the REB and they issued recommendations, select “Response to REB recommendations”:

- ☐ Initial Submission
- ☐ Response to REB recommendations

Once the PI is added to this form you MUST also add them into the ROLES tile (See ROLES tile in the actions items on the left hand side of your screen).

HELP TEXT: If this is the FIRST TIME this application is being submitted, please select "Initial Application". If this is a re-submission for modifications requested by the REB please select "Response to REB recommendations".

1.2 *Use the Search field to enter the Principal Investigator (PI) details from the WREM user directory: [\[search user directory\]](#)

Prefix:

*First Name:

*Last Name:

Telephone:

*Email:

* Indicate the PI's departmental appointment: [drop down]

Western Academic Faculty/ Department:

Hospital Department/ Division:

*Specify Western's PI's involvement in this study. (E.g. responsible for recruitment, consent, data collection, analysis of identifiable/de-identified data, etc. .): <Multi-Line Text Box>

1.3 *Are there any additional study team members (from Western and/or its affiliate institutions) who are working on this study?

☐ Yes ☐ No

If 'Yes' in 1.3 the following appears

*List the local collaborators working with you who are part of Western University and/or its affiliate institutions?

*Full Name:

*Local Institution

*Specify ROLE, DUTIES, and DEPARTMENT/FACUTY in this study. (E.g. John Doe - Research Assistant - responsible for recruitment, interviews and analysis of data, Psychology/Social Sciences.)<Multi-Line Text Box>
(ADD ANOTHER)

1.4 *Is there an official agreement that clearly defines the role(s) of the researcher(s) who are part of Western University and/or its affiliated institutions?

☐ Yes ☐ No

If yes, in 1.4, the following question appears.

*Upload the agreement: <Document – Other Materials>

1.5 *List the collaborators working with you who are outside Western University and/or its affiliate institutions?

*Name

*Organization

*ROLE and RESPONSIBILITY in this study. (E.g. John Doe - Co-Investigator - responsible for recruitment, interviews and analysis of data.): <Multi-Line Text Box>
(ADD ANOTHER)

1.6 *Enter the Complete Study Title: <Multi-Line Text Box>

- 1.7 *What is the acronym or nickname/short title for the study? (NOTE: The acronym or nickname/short title will be used to identify the study and will be included in all notifications and REB applications associated with this project.): <Multi-Line Text Box>
- 1.8 *Provide a lay/non-scientific summary of the study: <Multi-Line Text Box>
- 1.9 *Will you be using your Western and or affiliated institutional (e.g., hospital) credentials in this project (e.g., listed on publication, recruitment, etc.)
☐ Yes ☐ No

If “Yes” is selected in question 1.9, the following appears

*Specify how: <Multi-Line Text Box>

- 1.10 *Has this study been, or will it be, reviewed by a research ethics board/institutional review board?
☐ Yes ☐ No

If “Yes” is selected in question 1.10, then question 1.11-Q1.12 appears

- 1.11 *Has this project been reviewed by an Institution that follows Tri-Council Policies?
☐ Yes ☐ No

If “No” is selected in Question 1.11, then the below sub question appears

*If the institution does not follow Tri-Council Policies, clarify what ethical standards and procedures for research with human beings was followed:

- 1.12 *Specify the research ethics board/institutional review board responsible for the ethical oversight of this project: <Single-Line Text Box>

Upload any relevant approvals that you have <Document – Approvals from other REBs>

If “No” is selected in question 1.10, then question 1.13 appears

- 1.13 *Describe the process through which this research has received/will receive ethical review:
<Multi-Line Text Box>
- 1.14 *Are you or any Western-affiliated collaborator responsible for any funds supporting this project?
☐ Yes ☐ No

If “Yes” is selected in question 1.14, then the following questions appear

*Specify the funding source(s) you or any Western-affiliated collaborator are responsible for and that pertain to this project: <Multi-Line Text Box>

Provide the ROLA number(s) pertaining to this project, if applicable: <Multi-Line Text Box>

*Describe the way in which the funding will be used to support this project: <Multi-Line Text Box>

1.15 *Are there any potential, actual, or perceived conflicts of interest with any Western-affiliated researchers conducting this project?

☐ Yes ☐ No

If “Yes” is selected in question 1.15, then the following questions appear

*Describe the potential, actual, perceived conflict of interest involved in this project: <Multi-Line Text Box>

*Describe how the potential, actual, perceived conflict of interest involved in this project will be mitigated: <Multi-Line Text Box>

1.16 * Please upload the protocol/research plan: <Document –protocol/research plan>

1.17 Please provide any additional comments for the REB to consider (if applicable):
<Multi-Line Text Box>

Section 2 – Resubmission Information

This section appears only if ‘Response to REB recommendations’ is selected in 1.1.

2.1 *Upload the Response Letter, listing all REB recommendations/questions/comments and an explicit response to each:

**Upload Document (Document Name, Document Date, Version) VARIABLE NAME:
REB RESPONSE LETTER**

Section 3 - Confirmation of Responsibility

This section appears only if ‘Initial Submission’ or ‘Response to REB recommendations’ is selected in 1.1.

3.0 *By Completing this form, I confirm that I:

- Have reviewed Western University's Guidance Document: Multi-Jurisdictional Research;
- Am only involved in the project in this limited capacity described above (i.e., have a peripheral role (e.g., de-identified data analysis, conceptual development, etc.) and no direct involvement (e.g., active recruitment, data collection, responsible for data storage, etc.));
- I have made efforts to ensure that the research intent, purpose, and impact of this study will be free from bias or discrimination in accordance with the Canadian Charter of Rights and Freedoms; and
- Will contact the Office of Human Research Ethics for re-evaluation if any of the details regarding my role in this project changes.