

Submitting to HREBA - Community Health Committee (CHC)

The CHC strives to review all submissions in a timely manner. To facilitate this, submissions must be received at least two weeks prior to the CHC meeting date. Please refer to the checklist below to ensure your submission is complete.

CHC Submission Package Checklist – Research Projects

After completing the online application form, your submission to CHC must include **all** of the following:

- Ethics approval documents from another REB, if applicable (i.e. approval from a university REB for student projects)
- Copies of all relevant protocol/project elements:
 - Consent form(s), information sheet(s)
 - Public notices or advertising sheet(s), other recruitment material(s)
 - All instruments/tools to be used in the study including interview/focus group scripts, and
 - Other applicable forms/sheets

* Please include the CHC contact information on all information sheets and consent forms should the participants have any questions regarding the ethical considerations of this project. Suggested wording is:

The Health Research Ethics Board of Alberta (HREBA) – Community Health Committee (CHC) has granted ethics approval of this project. If you have any complaints or concerns about the ethical conduct of this project, please contact:

HREBA – Community Health Committee
Suite 1500, 10104 - 103 AVE Edmonton AB, T5J 4A7
Phone: (780) 423-5727 / Toll-free: 1-877-423-5727
Email: communityhealth@hreba.ca

- The complete Full Research/Project Proposal as outlined below. To ensure a complete submission, **your full proposal must 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; and
 - 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), and confidentiality agreement (if necessary for those accessing participant information)
 - Budget (please attach one page with full budget details)
 - Work Plan
 - Dissemination Plan
 - 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 documents are provided.**

If you are unsure whether your project requires ethics review or if you have questions about the process, please contact communityhealth@hreba.ca or by phone (780-423-5727).