

# WAYPOINT RESEARCH ETHICS BOARD (REB) APPLICATION

Timeline: REB application materials must be submitted to the Research Coordinator a minimum of five (5) weeks prior to the desired REB meeting .

Links

01

## START THE PROCESS

- Notify the Research Coordinator and Manager of WRAF approval to receive REB-related documentation and process-related support.

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02

## PREPARE REB APPLICATION

- Complete the TAHSN form and prepare all accompanying documentation (e.g., consent form, survey/interview questions, etc.).
- Circulate application to all co-applicants for review and approval, incorporating any feedback.
- Collect all required signatures from co-applicants.

[REB CHECKLIST](#)

[TAHSN](#)

[OTHER RESOURCES](#)

03

## SUBMIT FOR INTERNAL REVIEW

- Submit completed REB application and all related materials to the Research Coordinator to initiate internal review.

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04

## WRI APPROVALS

The Research Coordinator will circulate the REB materials to the Research Manager and Director for review\*.

- Incorporate any feedback provided by Manager and/or Director.
- Manager provides final sign-off on REB application.

*\*Review will occur within five (5) business days.*

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05

## WAYPOINT REB APPROVAL

Research Coordinator will submit the REB application and all related materials to the Chair, Research Ethics Board for review\*.

- REB Chair provides decision on review level (full vs. delegated).
- Incorporate any initial feedback from REB Chair.
- Waypoint REB provides final decision.

*\*Documents need to be submitted three (3) to four (4) weeks prior to the desired REB meeting.*

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## NEXT STEPS

Begin research project and engage resource support as needed.  
If project requires on-unit data collection, please contact Research Coordinator and Manager for next steps.

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