

### **Prospective study involving Minimal Risk Check list**

Please ensure you have included the following documents most of which are required to have a version date in the footer:

**Note:** This is not a comprehensive list and some may not be applicable to your study.

- Protocol / Synopsis
- Consent form
- Assent form
- Study Questionnaires/Surveys
- Participant Diary / Wallet Card / log
- Recruitment materials
- List of CRF and/or eCRF data fields to be captured (*ie. direct identifiers*)
- Signature page (signed by the PI, Division Head and the Department Head)  
Note: If the division head is PI, they cannot sign as division head; the authorization of the next most appropriate person within the division should be obtained.
- Affiliated REB approval letters (*ie, OHSN-REB, UofO REB*)
- Mandatory training certificates