

## **Protocol for Graduate Student Applications**

The Research Ethics Board (REB) welcomes Graduate Student Applications. To ensure that your application will be reviewed as expeditiously as possible, please take note of the following guidelines:

1. Graduate Students must use the Graduate Student Application form available on the REB website. The REB will not accept any other application form.
2. All Graduate Student Application Forms must be typed. Hand-written applications will not be accepted.
3. All relevant parts of the Graduate Student Application Form must be completed before the application is submitted to the REB. The REB will not review any application that it considers incomplete or substandard.
4. A Graduate Student Application Form must be reviewed and approved by the student's Faculty Supervisor and Faculty Department Head before it is submitted to the REB for review. This means that the student's Faculty Supervisor and the Faculty Department head must sign off on the application before it is submitted to the REB. Applications that are not signed by the Graduate Supervisor and the Faculty Supervisor will not be accepted or reviewed.
5. Faculty Supervisors should ensure that an electronic version of the Graduate Student Application is e-mailed to the REB chairman at the same time that a signed copy is submitted to the REB chairman.
6. All REB correspondence concerning the Graduate Student application will be directed to the student's Faculty Supervisor, with a copy to the Faculty Department Head. The REB will respond to correspondence only from the Faculty Supervisor and Faculty Department Head; the REB will not accept nor respond to student correspondence.
7. Graduate Students and Faculty Supervisors should be mindful of the submission deadlines in the REB website. The REB will not review "last-minute" applications (applications submitted less than 2 weeks before the REB is scheduled to meet) unless it is prepared to do so.

The REB also recommends that Graduate Students and Faculty Supervisors consult "Common Mistakes in REB Applications" on the REB website.