

Research Advisory Council (RAC)

<i>Initials</i>	<i>File No:</i>
<i>Date Received</i>	<i>Expiry Date of Current Certificate of Approval:</i>
	____/____/____
	yyyy mm dd

APPLICATION FOR ANNUAL RENEWAL OR AMENDMENT

All information requested must be printed in the space provided. Incomplete submissions will not be reviewed by the RAC. (Do not leave any box blank. Indicate “not applicable” if appropriate).

Annual Renewal and/or Amendment

<p>1. Project Title:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>2. Ethics Approval:</p> <p><input type="checkbox"/> Registered/University Research Ethics Board (REB) Certificate of Approval attached</p> <p><input type="checkbox"/> Approval pending – attach evidence</p>															
<p>3. Principal Investigator / Student:</p> <p>Name: _____</p> <p>Title: _____ Email: _____</p> <p>Graduate Student: _____</p> <p>Undergraduate Student: _____</p> <p>Affiliation: _____</p>	<p>4. Co-Investigator/Faculty Advisor:</p> <p>Name: _____ Name: _____</p> <p>Title: _____ Title: _____</p> <p>Phone: _____ Phone: _____</p> <p>Email: _____ Email: _____</p> <p>Affiliation: _____</p>															
<p>5. Contact Person: (if different from P.I.)</p> <p>Name: _____</p> <p>Title: _____</p> <p>Phone: _____ E-Mail: _____</p>	<p>6. Contact Person’s Mailing Address:</p> <p>_____</p> <p>_____</p> <p>_____</p>															
<p>7. Provide a full and accurate listing of all documents submitted with this Application for Annual Renewal or Amendment. Four (4) copies of this Application form and attachments are required.</p> <table border="0"> <thead> <tr> <th></th> <th>Correct # of copies included</th> <th>Version # + Date</th> </tr> </thead> <tbody> <tr> <td>Application form for annual renewal (signature copy)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>_____</td> </tr> <tr> <td>Consent form revision (if applicable)</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>_____</td> </tr> <tr> <td>REB Certificate of Approval</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>_____</td> </tr> <tr> <td>Other (specify) _____</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>_____</td> </tr> </tbody> </table>			Correct # of copies included	Version # + Date	Application form for annual renewal (signature copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	Consent form revision (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	REB Certificate of Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	Other (specify) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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Other (specify) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____														
<p>8. Principal Investigator / Faculty Advisor:</p> <p><i>I agree to abide by the Tri-Council Policy for Ethical Conduct for Research Involving Human Subjects.</i></p> <p><i>I agree to abide by ‘Northwood’s Guidelines for Researchers’.</i></p> <p>Signature: _____ Date: _____</p>																

9. **Provide a brief summary of the progress of the study.**

10. **Briefly describe any changes from the original proposal; provide a rational for the amendment(s) and describe the associated ethical issue(s).**

*Administration Use Only:
RAC Chair Signature & Date:*

Is this form user-friendly? Please circle one. Yes No

If you've circled No, please indicate why. _____