

APHASIA INSTITUTE RESEARCH AND ETHICS (AIRE) COMMITTEE

Submission Checklist

Send submission or questions to: Aphasia Institute
Attn: Research, Development & Implementation Coordinator
73 Scarsdale Road, Toronto ON, M3B 2R2
Ph.: (416) 226-3636 Ext. 133
E-mail: research@aphasia.ca

The following outlines the requirements for submission of a research proposal to the Aphasia Institute Research and Ethics (AIRE) Committee. **Please ensure that each document is clearly numbered and labeled in the submission.** Incomplete application packages will be returned to the investigator, and this may result in a delay of the AIRE Committee review.

- ☐ **1. Application form & CV**
 - An abstract and/or lay summary should be included, and all fields must be completed
 - Principal Investigator/supervisor's CV should be appended
- ☐ **2. Prior Ethics/Scholarly Review approval letter and review comments** from the Research Ethics Board of a recognized institution
- ☐ **3. Protocol** (*Note: The application form is **not** a substitute for the protocol*)
 - Should not exceed four (4) pages
 - Double-spaced in a 12-point, non-compressed font
 - Word document (*.doc) or Portable Document Format (*.pdf)
- ☐ **4. Eligibility Criteria Form**
 - See also 'AIRE Research Guidelines' document, Section 5(b)
- ☐ **5. A clear timeline** for the research
- ☐ **6. A budget** detailing anticipated costs to the Aphasia Institute, if any
 - For further information re: budgeting, see 'AIRE Research Guidelines' document, Section 5
 - Please specify which costs will and will not be covered by the researcher's institution/grant
- ☐ **7. Informed Consent Forms**
 - The initial consent form can be submitted in text format for *initial* AIRE Committee review**
 - For questions regarding participants' rights and ethical issues, include these on the form or send questions to the Research, Development & Implementation Coordinator (contact above), who will liaise with the AIRE Committee Chair
- ☐ **8. Recruitment materials**
 - Please submit all posters, advertisements, flyers, or scripts that will be used for recruitment
 - The materials can be submitted in text format for *initial* AIRE Committee review**

**** Note:** Upon initial review and *provisional* approval of the proposal, the informed consent as well as all other recruitment materials to be viewed by a person with aphasia must be developed into an accurate communicatively accessible 'aphasia-friendly' pictographic format. However, the more information a researcher can provide at the initial submission, the more the review could be expedited – such as examples of how the researcher may translate the information into aphasia-friendly format. See 'AIRE Research Guidelines' for further guidance and a sample aphasia-friendly informed consent. *If items (7) and/or (8) above have been provided in text format only, you are invited to illustrate your previous experience in conveying other examples of complex information to people with aphasia.*

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ETHICS REVIEW SUBMISSION FORM

A. GENERAL INFORMATION

PRINCIPAL INVESTIGATOR INFORMATION

Title:		Name:	
Department:		Institution:	
Telephone:	Fax:	E-mail:	
Street Address:			
City:	Province:	Postal Code:	
Signature of Principal Investigator:			Date:

CO-INVESTIGATOR(S) INFORMATION

1.	Title:	Name:	Institution:
2.	Title:	Name:	Institution:
3.	Title:	Name:	Institution:

KEY CONTACT INFORMATION

Title:		Name:	
Department:		Institution:	
Telephone:	Fax:	E-mail:	
Street Address:			
City:	Province:	Postal Code:	

PRIOR ETHICS/SCIENTIFIC/SCHOLARLY REVIEW

☐ Attached

Relevant correspondence from the REB of a recognized institution **must** be attached for consideration.

B. STUDY INFORMATION

INDICATE THE PRIMARY NATURE OF YOUR PROPOSAL (please select one)

<input type="checkbox"/> A. Intervention Study	<input type="checkbox"/> C. Explanatory Research (e.g., identification of needs, descriptive analysis)
<input type="checkbox"/> B. Assessment Study	<input type="checkbox"/> D. Other (please specify):

INDICATE THE DOMAINS TARGETED (Please select all that apply)

<input type="checkbox"/> Participation e.g., relationships, roles, activities	<input type="checkbox"/> Personal Factors e.g., identity
<input type="checkbox"/> Environment e.g., perception of barriers	<input type="checkbox"/> Aphasia Severity e.g., ability to read

PLEASE ALSO INDICATE OUTCOME DOMAIN (For intervention studies ONLY)

<input type="checkbox"/> Participation e.g., change in relationships, roles, activities	<input type="checkbox"/> Personal Factors e.g., change in identity
<input type="checkbox"/> Environment e.g., change in perception of barriers	<input type="checkbox"/> Aphasia Severity e.g., change in ability to read

INDICATE THE DATA SOURCE FOR YOUR STUDY (please select all that apply)

<input type="checkbox"/>	Person with Aphasia:
<input type="checkbox"/>	Family, Caregiver:
<input type="checkbox"/>	Speech-Language Pathologist:
<input type="checkbox"/>	Other (e.g., Nurse Ratings – please specify):

C. STUDY SUMMARY**TITLE:****SCIENTIFIC/TECHNICAL ABSTRACT (if available – Maximum ¼ page)****LAY SUMMARY (Required; Maximum ½ page)***[*Note: Plain language explanations required, as a best practice]***D. ETHICAL ISSUES**

All documents that will be viewed by the participant **must** be included in the submission in *at least* text format for initial review. See AIRE Research Guidelines document for further guidance.

Informed consent form	<input type="checkbox"/> Attached
Recruitment materials	<input type="checkbox"/> Attached