**CHEO REB Guidance**

**Documentation for Travel Service Providers**

*What are travel service providers?*

Travel service providers are third party companies used to assist research participants in scheduling travel/transportation for research study visits.

*What documents need to be included in my REB submission from TSPs?*

All travel consent forms must be included in the REB submission.

*\*Note that travel consent form refers to the document a participant must sign to access travel service provider services or supports but may be named something other than ‘consent form’.*

*At a minimum, the consent forms must include the following information:*

* What identifiable information will be collected
* Location where data will be stored (e.g., country)
* Risks associated with the use of this service.
* A statement that the sponsor will not receive any identifiable information.
* A statement that the use of Scout services is not required for study participation.
* Contact information for question regarding participant data (e.g., Data Protection Officer, Privacy Officer)

All other documents do not require REB review; however, they can be submitted for acknowledgement if mandated or requested by the sponsor. Examples of some of these documents are included below:

* Rideshare message template
* Welcome letter template
* Participant portal
* Message template
* Travel reference guide
* Travel contact card
* Cardholder FAQ
* Card graphic
* Dispute form