



Applying for a research licence checklist

This checklist can be used by applicants applying for a research licence. It does **not** need to be submitted as part of your research licence application. For the document naming convention, your application number (APP #) is available after you've created a licence application in the Cannabis Tracking and Licensing System (CTLS).

Refer to the [Cannabis licensing application: Research licence](#) web page for more information.

Section 1: Before you apply

Determine if you need a research licence

Determine your licence model (project-based or institution-wide)

Project-based:

- Single (one protocol, one site)
- Single (one protocol, multiple sites)
- Multiple (more than one protocol, one site)

Institution-wide:

- One institution, one site

Determine your study risk category (applies to non-therapeutic research on cannabis (NTRC) applications only)

Familiarize yourself with the legislation

If you intend to self-identify as an Indigenous or Indigenous-affiliated applicant, you may contact the Indigenous Navigator Service at navig@hc-sc.gc.ca for additional guidance on the application process

Know what business supports apply to you

Prepare your site

Identify the following people

- Licence holder (if the application is for an individual)
- Responsible person
- Alternate responsible person (if applicable)
- Associated people (if applicable)
- Directors (only if applicant is a corporation, cooperative or partnership)
- Officers (only if applicant is a corporation, cooperative or partnership)

Section 2: Information to prepare

- For applicants applying as an individual

Document type	Document naming convention
Copy of government-issued photo ID	Name_LH_IDType_YYYY-MM-DD.PDF

- For applicants applying as a corporation, cooperative or partnership

If you are a corporation:

Document type	Document naming convention
Corporate organizational chart	CompanyName_CorporateOrgChart_YYYY-MM-DD.PDF
Certificate of incorporation	CompanyName_Certificate-of-Incorporation_YYYY-MM-DD.PDF
Certificate of amalgamation	CompanyName_Certificate-of-Amalgamation_YYYY-MM-DD.PDF
Certificate of amendment	CompanyName_Certificate-of-Amendment_YYYY-MM-DD.PDF

If you are a cooperative or a partnership:

Document type	Document naming convention
Corporate organizational chart	CompanyName_CorporateOrgChart_YYYY-MM-DD.PDF
Business name registration	CompanyName_BusinessNameRegistration_YYYY-MM-DD.PDF
Partnership agreement	CompanyName_PartnershipAgreement_YYYY-MM-DD.PDF

- For applicants applying as an academic institution or research centre

Document type	Document naming convention
Organizational chart	InstitutionName_OrgChart_YYYY-MM-DD.PDF

- Site details

Document type	Document naming convention
Research protocol (does not apply to NTRC)	ResearchProtocol_APP-#_YYYY-MM-DD.PDF
Research project administration framework for institutions (for institution-wide research licences)	ResearchFramework_APP-#_YYYY-MM-DD.PDF
No objection letter	NOL_APP-#_YYYY-MM-DD.PDF
Experimental studies certificate	ESC_APP-#_YYYY-MM-DD.PDF

If you are applying for non-therapeutic research on cannabis (NTRC):

Document type	Document naming convention
Application form	ApplicationForm_APP-#YYYY-MM-DD.PDF or DOCX
Cannabis information form (CIF) (Category 2 and 3)	CannabisInformationForm_APP-#_YYYY-MM-DD.PDF

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Abridged protocol (Category 1)	NTRC_AbridgedProtocol_APP-#_YYYY-MM-DD.PDF or .DOCX
Full protocol (Category 2 and 3)	NTRC_FullProtocol_APP-#_YYYY-MM-DD.PDF or .DOCX
Cannabis research and evidence dossier (CRED) (Category 2 and 3)	CRED_APP-#_YYYY-MM-DD.PDF or .DOCX
Informed consent form (ICF) (Category 3)	ICF_APP-#_YYYY-MM-DD.PDF or .DOCX
Research ethics board (REB), Institutional review board (IRB) or Independent ethics committee (IEC) letter of approval or certificate of ethics review (Category 2 and 3)	ProofREBApproval_APP-#_YYYY-MM-DD.PDF

5. Physical security

Document type	Document naming convention
Site plan	SitePlan_APP-#_YYYY-MM-DD.PDF
Description of physical security	PhysicalSecurityPlan_APP-#_YYYY-MM-DD.PDF
Physical security measures framework for institutions	PhysicalSecurityFramework_APP-#_YYYY-MM-DD.PDF
Institution-wide site attestation	IRL_SiteAttestation_APP-#_YYYY-MM-DD.PDF

6. Identified people

Document type	Document naming convention
Licence holder as an individual ID	Name_LH_ID_APP-#_YYYY-MM-DD.PDF
Responsible person ID	Name_RP_ID_APP-#_YYYY-MM-DD.PDF
Alternate responsible person ID	Name_ARP_ID_APP-#_YYYY-MM-DD.PDF

7. Record keeping

Document type	Document naming convention
Record keeping attestation	RecordKeepingAttestation_APP-#_YYYY-MM-DD.PDF
Institution-wide responsible person attestation	Name_IRL_RP_Attestation_APP-#_YYYY-MM-DD.PDF
Institution-wide alternate responsible person attestation	Name_IRL_ARP_Attestation_APP-#_YYYY-MM-DD.PDF

Section 3: Create a research licence application

Create an account in the CTLS (if you don't already have one)

If you're applying as a part of a corporation, a cooperative, or a partnership, create a corporate profile (if you don't already have one)

Create a new research licence application in the CTLS

Section 4: Submit your information in the CTLS

Submit your application