

This coversheet initiates communication between institutions involved in a multi-jurisdictional application for research ethics review. The primary purpose is to identify the review sites for the research ethics application, the level of risk in the project, and whether the project is clinical or behavioural.

1. Date of initial contact with research ethics: [Click here to enter a date.](#)
2. Project Title: [Click here to enter text.](#)
3. Research Team (add lines if more investigators are included):

First & Last Name	Role in Study (select from list)	Primary Institution Affiliation	Secondary Institution Affiliation	Will the Team Member	
				Recruit participants	Collect data/ Access Records
<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<input type="checkbox"/>	<input type="checkbox"/>

4. Primary study contact for facilitating the research ethics review process: [Click here to enter name & email.](#)
5. Research sites/locations that will host key research activities. Check all that apply:

Sites	Recruiting participants	Collecting data, accessing records /charts	Using facilities
<input type="checkbox"/> BC Cancer Agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Children's & Women's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fraser Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Interior Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Island Health – Clinical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Island Health – Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Northern Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Providence Health Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SFU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> UBC – Behavioural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> UBC – Clinical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> UVIC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> UNBC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> VCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other <a href="#">Click here to enter text.</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Is the study funded?  YES  NO

If yes, please complete:

Funding Agency	Researcher	Institution holding funds
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

7. Check all descriptors that are applicable to the research:

- Behavioural/Social Science Research
- Clinical Research
- Student or Resident Project
- Patient Recruitment
- Staff Recruitment
- Secondary Use of Patient Data (Charts)
- Data Linkages

8. Please indicate level of research risk for each of the following ([Minimal Risk Guidance](#)):

Descriptor	Not applicable	Low	Medium	High
Physical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional/Psychological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[other]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Provide a short summary of your project, including the purpose, and an explanation of your choices in questions 7 and 8 (100 words or less):

[Click here to enter text.](#)

10. Do you already have research ethics approval or pending approval (application has been submitted) from any BC REB?

YES  NO

If yes, name the REB: [Click here to enter text.](#)

11. If research is being conducted **outside BC**, indicate from which institutions research ethics will be/has been sought, and provide status of the ethics application.

N/A

Institution	Ethics Status
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

## **Additional Requirements for Research - Information for Researchers**

In addition to applying for harmonized research ethics review for your research study, you may also require additional approvals, agreements and/or contracts from the institutions involved in the research prior to commencing the study.

**1) Operational Approval** – may also be called a Department Agreement/Approval, or Operational Review

Approval for the operational requirements of research projects proposed to be conducted:

- in whole or in part within health authority facilities/programs/departments; and/or
- involve health authority staff/physicians/patients or their personal information; and/or
- use site resources or require provision of services, regardless of any research funding source.

**2) Researcher Affiliation Agreement**

“Affiliated Researcher” means a researcher not affiliated with an academic institution with which a health authority has an existing Research Affiliation Agreement, and who has been granted authorization to conduct a research project at a health authority site, and who is signatory to an Affiliated Researcher Agreement with that health authority.

**3) Data Sharing Agreement** – may also be called an Information Sharing Agreement or Information Sharing Plan

The Agreement provides for data access or data exchange between a researcher and a health authority and sets conditions on the collection, use or disclosure of personal information by the parties to the agreement and subject to: the Freedom of Information and Protection of Privacy Act (FOIPPA); the Personal Information Protection Act (PIPA); and the Personal Information Protection and Electronic Documents Act (PIPEDA).

**4) Privacy Impact Assessment**

The Assessment is conducted by the health authority to determine if a current or proposed research project meets or will meet the requirements of Part 3 of the Freedom of Information and Protection of Privacy Act (FOIPPA).

**5) Clinical Trial Agreement**

Clinical trial research funded by a sponsor, that may be a drug or a device company or an academic institution, requires a contract between the sponsor, the principal investigator and the health authority.

**6) Institutional Approval to Conduct Research** – may also be called a Letter of Authorization to Conduct Research

Institutional Approval to Conduct a Research Project is granted by the health authority(s) involved once operational approval, ethical approval and all contract requirements and approvals for the project are complete.

**Determine requirements for your research project - contact the person or website for each institution involved**

REB	Contacts and Approval details
<b>Fraser Health</b>	<p>Researchers who are not a Fraser Health employee/privileged physician must appoint a Fraser Health PI, or sign on to their institutions affiliation agreement with Fraser Health. Affiliated investigators must have a Fraser Health Co-Investigator. Inquiries related to affiliation agreements, department approvals, data access agreements, privacy regulations and institutional approvals can be directed to:</p> <p><b>Sara O’Shaughnessy</b> <a href="mailto:Sara.OShaughnessy@fraserhealth.ca">Sara.OShaughnessy@fraserhealth.ca</a> Phone: 604-587-4436 Website: <a href="http://research.fraserhealth.ca">http://research.fraserhealth.ca</a></p>
<b>Interior Health</b>	<p><b>Dorothy Herbert</b> <a href="mailto:researchethics@interiorhealth.ca">researchethics@interiorhealth.ca</a> Phone: 250-870-4602 Website: <a href="http://www.interiorhealth.ca/AboutUs/ResearchandEthics">http://www.interiorhealth.ca/AboutUs/ResearchandEthics</a></p>
<b>Island Health</b>	<p>For Human REB (HREB) and Clinical REB (CREB) <b>Kim Horie</b> <a href="mailto:ResearchEthics@viha.ca">ResearchEthics@viha.ca</a> Phone: 250-370-8620 <b>Terri Fleming</b> <a href="mailto:terri.fleming@viha.ca">terri.fleming@viha.ca</a> Phone: 250-519-7700 ext. 13971 Website: <a href="http://www.viha.ca/rnd/operational_review.htm">http://www.viha.ca/rnd/operational_review.htm</a></p>
<b>Northern Health</b>	<p>Investigators should identify their study is harmonized and provide the file number when making enquiries: <a href="mailto:ResearchCommittee@northernhealth.ca">ResearchCommittee@northernhealth.ca</a> Website: <a href="http://northernhealth.ca/YourHealth/ResearchandEvaluation/NHResearchReviewCommittee.aspx">http://northernhealth.ca/YourHealth/ResearchandEvaluation/NHResearchReviewCommittee.aspx</a></p>
<b>Simon Fraser University</b>	<p>Research taking place at SFU campus locations that may involve issues of research safety; refer to <a href="#">Environmental Health &amp; Research Safety website</a> for requirements. For studies involving Vancouver Coastal Health sites, see VCHA below. <b>E. Sarah Bennett</b> <a href="mailto:sarah_bennett_2@sfu.ca">sarah_bennett_2@sfu.ca</a> Phone: 778-782-3447 Website: <a href="http://www.sfu.ca/srs/ehs/research-safety.html">http://www.sfu.ca/srs/ehs/research-safety.html</a></p>
<b>UBC Behavioural</b>	<p>See VCHA below Website: <a href="http://ethics.research.ubc.ca/ethics/behavioural-research-ethics-board">http://ethics.research.ubc.ca/ethics/behavioural-research-ethics-board</a></p>
<b>UBC Clinical</b>	<p>See VCHA below Website: <a href="http://ethics.research.ubc.ca/ethics/clinical-research-ethics-board">http://ethics.research.ubc.ca/ethics/clinical-research-ethics-board</a></p>
<b>UBC / BC Cancer Agency</b>	<p>See VCHA below Website: <a href="http://www.bccancer.bc.ca/our-research/ethics-oversight/research-ethics-board">http://www.bccancer.bc.ca/our-research/ethics-oversight/research-ethics-board</a></p>
<b>UBC / Children’s and Women’s</b>	<p>Researchers who do not hold a C&amp;W appointment must appoint an individual as site lead or Co-Investigator. <b>Maryam Ghafouri</b> <a href="mailto:mghafouri@cfri.ubc.ca">mghafouri@cfri.ubc.ca</a> Phone: 604-875-3103 Website: <a href="http://cfri.ca/research-support/reb/institutional-approval">http://cfri.ca/research-support/reb/institutional-approval</a></p>

REB	Contacts and Approval details
<b>UBC-Okanagan</b>	<p><b>Lisa Shearer</b> <a href="mailto:lisa.shearer@ubc.ca">lisa.shearer@ubc.ca</a> 250-807-8289            Website: <a href="http://ors.ok.ubc.ca/ethics.html">http://ors.ok.ubc.ca/ethics.html</a></p>
<b>UBC / Providence Health Care</b>	<p>Investigators holding a Certificate of Ethical Approval issued by a REB other than UBC PHC REB must still apply for PHC institutional approval where research is being conducted at another institution or location. This includes where the investigator requires access to PHC services, clinical units, patients, staff, data or tissue held by PHC.</p> <p><b>Nesa Kruse</b> <a href="mailto:nkruse@providencehealth.bc.ca">nkruse@providencehealth.bc.ca</a> Phone: 604-806-8567  <b>Julie Hadden</b> <a href="mailto:JHadden@providencehealth.bc.ca">JHadden@providencehealth.bc.ca</a> Phone: 604-682-2344 ext. 63496</p> <p>Website: <a href="http://www.providenceresearch.ca/research-ethics.html">http://www.providenceresearch.ca/research-ethics.html</a></p>
<b>University of Northern BC</b>	<p><b>Isobel Hartley</b> <a href="mailto:Isobel.Hartley@unbc.ca">Isobel.Hartley@unbc.ca</a> Phone: 250-960-6735            Website: <a href="http://www.unbc.ca/research/research-ethics-safety-human-subjects">http://www.unbc.ca/research/research-ethics-safety-human-subjects</a></p>
<b>University of Victoria</b>	<p>Research conducted at the UVic campus by non-UVic researchers does not normally require operational approvals in addition to ethics review. However, UVic ethics staff will contact university entities, departments, and offices when needed and connect them with non-UVic researchers.</p> <p><b>Eugenie Lam</b> <a href="mailto:hrethics@uvic.ca">hrethics@uvic.ca</a> Phone: 250-472-5202  <b>Kenna Miskelly</b> <a href="mailto:hre@uvic.ca">hre@uvic.ca</a> Phone: 250-472-5555  <b>Jeta Rugova-Plakolli</b> <a href="mailto:ethics@uvic.ca">ethics@uvic.ca</a> Phone: 250-472-4545</p> <p>Website: <a href="http://www.uvic.ca/research/conduct/home/regapproval/humanethics/">http://www.uvic.ca/research/conduct/home/regapproval/humanethics/</a></p>
<b>Vancouver Coastal Health Authority (VCHA)</b>	<p>VCHA does not have a REB. It conducts operational reviews for UBC studies (via RISE ethics applications) as well as for SFU studies (outside RISE) conducted at VCHA sites.</p> <p>Research Approvals</p> <p><b>Wylo Kayle</b> <a href="mailto:wylo.kayle@vch.ca">wylo.kayle@vch.ca</a> Phone: 604-875-5125</p> <p>Clinical Trials Administration</p> <p><b>Stephania Manusha</b> <a href="mailto:stephania.manusha@vch.ca">stephania.manusha@vch.ca</a> Phone: 604-875-5649</p> <p>Website: <a href="http://www.vchri.ca/services/operational-research-approval">http://www.vchri.ca/services/operational-research-approval</a></p>