


<b>Manual</b>	Medical Affairs Policy & Procedure Manual	 Queensway Carleton Hospital
<b>Section</b>		
<b>Approved by</b>	Research Ethics Board – May 1 <sup>st</sup> , 2018 Medical Advisory Committee	
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	<b>Reviewed:</b>	
	<b>Due for review:</b> 2021/22– Quarter 1 (Apr-Jun 2021)	

## **APPROVAL FOR RESEARCH PROPOSALS**

### **POLICY**

The MAC has a policy regarding approval of research projects at Queensway Carleton Hospital.

1. The Research Ethics Board will act as the review body which has the authority to grant or reject approval of proposed research at this institution. When approval status is authorized the information is brought to the Chair of the MAC for information only, although the MAC does have the authority to override the decision.
2. The review will address general principles:
  - The benefits of the research.
  - The benefits and risk to the participants and the organization.
  - Quality of the research design and risk analysis (which may require an IRB)
  - Qualification of the individuals supervising the research at QCH.
  - Impact analysis at QCH.
  - Ensuring that informed consent has been properly constituted.
  - Ensuring that the research proposal conforms with the ethical standards of this institution, and the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS) guidelines*.

Once a research proposal has been received by the Medical Services Office, the Chief of Staff will ensure that the following documentation is available for review by the Research Ethics Board:

1. Copy of the research protocol.
2. Impact Analysis (re: QCH resources).
3. Copy of the sponsoring institution's IRB letter of approval.
4. In the event that #3 is not available, the Chief of Staff, in conjunction with the principle researcher, will arrange for an independent IRB to review and approve the project on a contract basis.
5. A copy of the research proposal may be sent to a relevant specialist who is not actively involved with the study at this institution for comment as to the appropriateness of the research at QCH.

The Research Ethics Board will then consider the proposal when the above information has been received.