

## Documented Institutional Ethics Requirements Queen's University

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### Informed Consent Form Requirements:

#### **Data Retention:**

The minimum retention period is **5 years per Queen's policy**. There is no requirement to destroy data. It is suggested that the researchers consider using a data repository. **Health Canada regulated studies must retain data for a minimum of 15 years.**

## SRERS Administration Queen's University

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### **Hospital Based Researchers**

For hospital-based research occurring in more than one affiliated hospital (e.g., KHSC (KGH site) and/or KHSC (HDH site) and/or PCC) with a single Principal Investigator, the Principal Investigator must specify their primary institution in the “Centre” tab of the Centre Initial Application, and the additional sites in the response to question 2.5 (click “Yes” and then enter the additional Affiliated Hospital name(s) in the sub-questions).

When research is occurring in more than one Affiliated Hospital, the Kingston research team must also ensure that collaborators (as outlined in the CTO Stream section of each applicable SRERS Administration form) from each Affiliated Hospital are manually added to the Centre Initial Application.

For more information on hospital based research please refer to: <http://www.queensu.ca/traq/awards-grants-contracts/supportive-documents/>.

### **TRAQ**

A TRAQ DSS FORM must be completed for all Research projects.

If your research is taking place within one of the Kingston area hospitals please be sure to include the Hospital Departmental Impact & Information Form with your TRAQ submission. All hospital departments impacted by your research must be checked off on the “Approvals” tab.

For more information, please consult “Hospital Based Research - Tips for Completing the TRAQ DSS FORM”, “Hospital Departmental Impact & Information Form Tips”, and “Hospital-Based Research Frequently Asked Questions (FAQ)” available at <http://www.queensu.ca/traq/awards-grants-contracts/supportive-documents/>.

### **CTO Stream**

#### **Collaborators:**

The following collaborators must be given a role on all Provincial Initial Application (PIA) forms and Centre Initial Application (CIA) forms.

Email: [kelly.blair-matuk@queensu.ca](mailto:kelly.blair-matuk@queensu.ca)  
Role: Institutional Representative

Email: [meera.sidhu@queensu.ca](mailto:meera.sidhu@queensu.ca)  
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Queen's is the Provincial Applicant site the research team should immediately create the CIA for Queen's (right after creating the PIA).** This will ensure that access is automatically granted as required above, otherwise the research team will need to manually add these roles to the PIA prior to submission.

**Institution Representative in application forms**

The Primary Institution Representative must be indicated as follows in the applications within CTOStream:

Title: Dr.  
First Name: Kelly  
Second Name: Blair-Matuk  
Organization: Queen's University  
Address: 355 King Street West, Room 264C  
City: Kingston  
Province/State: ON  
Postcode/Zip: K7L 3N6  
Telephone: (613) 533-6000 ext. 78292  
Fax: N/A  
Email: kelly.blair-matuk@queensu.ca

The Secondary Institution Representative field must be indicated as follows:

Title: Ms.  
First Name: Meera  
Surname: Sidhu  
Organization: Queen's University  
Address: 355 King Street, 2<sup>nd</sup> Floor  
City: Kingston  
Province/State: ON  
Postcode/Zip: K7L 3N6  
Telephone: 613-533-6000 ext. 78924  
Fax: N/A  
Email: meera.sidhu@queensu.ca