

Documented Institutional Ethics Requirements Western University

IMPORTANT: Projects that are solely to establish the creation of a database/biobank/registry must not be submitted through CTO Stream.

Requirement for all REB applications

1. A standalone study protocol must be submitted for REB review and approval (see Western's Research Protocols and Plans guidance document at https://uwo.ca/research/ethics/human/board_guidelines.html)
2. Western will not participate in projects submitted through CTO where the only purpose of the project is for the establishment of repositories/databases/biobanks and there is no research question associated with the project. These projects must be submitted through a different mechanism at Western.

Requirements for all Informed Consent Forms (not applicable to studies reviewed by OCREB)

1. Within the section that indicates who participants contact for questions, include the following language for our institutional contacts:

If you have any questions about your rights as a research participant or the conduct of this study, you may contact The Office of Human Research Ethics (519) 661-3036, 1-844-720-9816, email: ethics@uwo.ca. The REB is a group of people who oversee the ethical conduct of research studies. The HSREB is not part of the study team. Everything that you discuss will be kept confidential.

2. Within the confidentiality section, where you must indicate if people/groups/organizations outside the study team will have access to information collection (e.g., including transcription company, community partners, etc.), include the following:

Representatives of Western University's Health Sciences Research Ethics Board may contact you or require access to your study-related records to monitor the conduct of the research.

Archiving

1. Researchers conducting non-regulated studies must retain all study related documents and data for a period of 7 years.

SRERS Administration Western University

Reminder: Institutional Research Administration Requirements

The CTO Streamlined System provides a streamlined approach to research ethics review. Each participating site must ensure that all necessary institutional authorizations and contracts/agreements are in place prior to beginning the research.

CTO Stream

Collaborators

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

Name: Lisa Cechetto

Email: lcechett@uwo.ca

Role: Institutional Representative

Name: Erika Basile

Email: ebasile@uwo.ca

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Western is the Provincial Applicant site the research team should immediately create the CIA for Western (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 CTO Stream:

Title: Mrs.

First Name: Lisa

Second Name: Cechetto

Organization: Western University

Address: 5150 Support Services Building, 1393 Western Rd

City: London

Province/State: ON

Postcode/Zip: N6G 1G9

Telephone: 519-661-2111, ext. 88693

Fax: N/A

Email: lcechett@uwo.ca

The Secondary Institution Representative field must be indicated as follows:

Title: Mrs.

First Name: Erika

Second Name: Basile

Organization: Western University

Address: 5150 Support Services Building, 1393 Western Rd

City: London

Province/State: ON

Postcode/Zip: N6G 1G9

Telephone: 519-661-2111, ext. 86764

Fax: N/A

Email: ebasile@uwo.ca