661 University Avenue, Suite 460
MaRS Centre, West Tower
Toronto, Ontario
M5G 1M1 Canada
www.ctontario.ca

Documented Institutional Ethics Requirements
Health Sciences North

Scope

The Health Sciences North/ Horizon Santé Nord Research Ethics Board (HSN REB) was established in 1998 to promote the ethical conduct of research involving humans conducted at HSN, the Health Sciences North Research Institute (HSNRI), and the Saint Joseph's Health Centre (SJHC) and its affiliated institutions.

Privacy Considerations

Please note that shared electronic health systems such as ConnectingOntario, PRO, RM&R, OLIS, HDIRS, eCHN, DPV, and IAR do not permit access for research purposes.

Shared electronic health systems may not be used as a source for research participant data. For example, if the coordinator for the research study is also a clinical nurse/respiratory therapist treating the patient clinically and has access to the shared electronic health systems to see patient information, they cannot access shared electronic health systems for research purposes.

Informed Consent Form Requirements (not applicable to studies reviewed by OCREB)

1. Insert institutional letterhead on the first page of the consent/assent form as appropriate (e.g., HSN, HSNRI, SJHC, related collaborators as applicable).
2. Consider adding gender-neutral pronouns to allow for gender diversity (she/he/they).
3. If applicable, consent forms should outline any identifiable or sensitive personal health information that will be collected for the study.
4. Indicate length of time study data will be retained.
5. If data/samples are to be kept for future research, proposed repositories must have "a known governance framework that 'must ensure safe storage, preservation, and curation of the data' and human biological materials". Broad consent may be used for future unspecified research, but every effort should be made to list some detail (e.g., for future <specific medical condition> research, or for future research on aging, etc.). If the potential future research could involve technologies that would compromise participant privacy/confidentiality, such as whole genome sequencing or other emerging technologies, the consent form should specify this and the potential risks.
6. Compensation/Reimbursement
   If a participant's reimbursement or compensation will be processed through HSN/HSNRI:
   In order to process your [reimbursement/compensation], the Finance department at Health Sciences North will be provided your name, address, phone number and Social Insurance Number. The department will use this information for the sole purpose of processing your compensation and will retain this information in accordance with the department requirements.

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Permission to Contact

HSN does not permit initial contact for research purposes outside of Circle of Care. Initial contact must be made by someone within the Circle of Care unless prior approval has been obtained from the participant (e.g. REB approved permission to contact for research purposes program).

Institutional Approval Requirements

All research involving human participants must receive Institutional Approval prior to commencing research activities. Institutional Approval ensures that all research being conducted at or with the Hospital or the Research Institute complies with all relevant laws, regulations, contractual agreements, policies, procedures and guidance, and ensures that the research is operationally feasible and adequately supported.

1. Request for Program Approval Forms can be found: https://hsnsudbury.ca/en/Research/Research-Ethics-Board-REB. Completed forms should be sent to: reb@hsnsudbury.ca
2. Budgets and Contracts must be submitted to the Research Services Office rso@hsnri.ca prior to obtaining signatures.
3. Principal Investigators are expected to have updated (2022) Tri-Council Policy Statement Ethics Training certificate on file.

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SRERS Administration
Health Sciences North/Health Sciences North Research Institute

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.

Email: jdumont@hsnri.ca
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When HSN/HSNRI is the Provincial Applicant site the research team should immediately create the CIA for HSN/HSNRI (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:	Ms.
First Name:	Jennifer
Surname:	Dumont
Organization:	Health Sciences North Research Institute
Address:	56 Walford Road
City:	Sudbury
Province/State:	ON
Postcode/Zip:	P3E 2H2
Telephone:	705.523.7300
Fax:	N/A
Email:	jdumont@hsnri.ca

The Secondary Institution Representative field should be left blank.

Absence Coverage – Institutional Representative Signature

Should Jennifer Dumont be away from the office, the Institutional Representative signature request can be sent to Ms. Jessica Kivi jekivi@hsnri.ca