

Documented Institutional Ethics Requirements London Health Sciences Centre Research Institute – London Health Sciences Centre

Research Locations under London Health Sciences Centre Research Institute (LHSCRI) Auspices

The sites listed below are under LHSCRI auspices. Any research being conducted at a location that is not on the list below including Western University locations and Robarts Research Institute, are considered off-site from LHSCRI. Any off-site activities should be clearly noted in the ethics submission and the letter of information.

LHSCRI Sites under London Health Sciences Centre:

Adult Eating Disorders Service (54 Riverview Ave London, Ont.)
Byron Family Medical Centre
Children's Hospital of Western Ontario
Children's Health Research Institute
Fowler Kennedy Sport Medicine Clinic
Kidney Care Centre (Westmount Mall – London, Ont.)
London Health Sciences Centre (LHSC)
Southwest Ontario Regional Base Hospital Program
Stroke Prevention & Atherosclerosis Research Centre (Siebens Drake Research Institute, Western University)
University Hospital (UH)
Verspeeten Family Cancer Centre
Victoria Family Medical Centre
Victoria Hospital (VH)

Archiving

1. Investigators conducting **non-regulated studies** must retain all study related documents and data for a period of 15 years.

Database/Registry/Biobank

1. London Health Sciences Centre Research Institute requires local ethics review to establish a new Database/Registry/Biobank _

Informed Consent Form Requirements

1. The London Health Sciences Centre Research Institute logo should be included on the Letter of Information for all research being conducted at one of our sites. Additional individual site logos that are acceptable to be included are: Any branding logo representing the London Health Sciences Centre and affiliated sites listed above, as well as partner institutions such as St. Joseph's Health Care London; Lawson Research Institute; Western University; Schulich School of Medicine and Dentistry; and Robarts Research Institute.
2. Insert a space for the participant to initial the bottom of each page

(Not enforced by OCREB)

3. In the confidentiality section, add the following bullet to the list of organizations with direct access to (e.g., who can look at) participant records:

- The Quality Assurance and Education Officers from the Hospital's Office of Research Services may audit this research study for quality assurance purposes

Include the following language for our institutional contact outside of the research team:

- If you have any questions about your rights as a research participant or the conduct of this study, you may contact the Patient Relations Office at LHSC at (519) 685-8500 ext. 52036

Conflict of Interest

- *If you would like additional information about the funding for this study, or about the role of the doctor in charge of this study, please speak to the study staff or the Patient Relations Office at LHSC at (519) 685-8500 ext. 52036*

4. For oncology studies include the following statement:

Adult Oncology:

If a medical emergency arises proceed to your local Emergency Department. The emergency physician can contact the oncologist on call at 519-685-8500 if required.

Pediatric Oncology:

If a medical emergency arises proceed to your local Emergency Department. The emergency physician can contact the pediatric oncologist on call at 519-685-8500 if required.

SRERS Administration

Lawson Research Institute and London Health Sciences Centre Research Institute

Reminder: Institutional Research Administration Requirements

Information and a guidance document on the required Lawson Approval is available at <https://intra.lawsonresearch.ca/preparing-research/regulations-procedures/research-approvals> or by contacting researchapprovals@sjhc.london.on.ca (Lawson) or researchapprovals@lhsc.on.ca (LHSCRI).

Please see the Documented Institutional Ethics Requirements (DIER) form for Lawson (SJHC) and LHSCRI (LHSC) site-specific requirements to be incorporated into your Centre Initial Application. Questions on these requirements can be directed to the Institute's Research Quality and Education team at ResearchQualityandEducation@sjhc.london.on.ca or ResearchQualityandEducation@lhsc.on.ca.

Effective September 7, 2017 all Lawson research should first be registered with Lawson using the ReDA tool before submitting for Research Ethics Board (REB) approval. Please go to <https://www.westernLawsonResearch.ca> for the portal to ReDA. Information in ReDA will support all elements of the Lawson Approval and alerts Lawson to delegate ethical review and oversight to an REB of Record. Documentation on ReDA is available at <https://intra.lawsonresearch.ca/> and support is available through contacting researchapprovals@sjhc.london.on.ca or researchapprovals@lhsc.on.ca.

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 the initial study-wide application, called the Clinical Trial Initial Application (CTIA), or Observational Study Initial Application (OSIA) and the Participating Site Initial Application (PSIA):

Email: cindy.hartgers@lhsc.on.ca
Role: Institutional Representative

Email: janet.knechtel@lhsc.on.ca
Role: Institutional Admin

Email: katrina.haasen@lhsc.on.ca
Role: Institutional Representative

Email: leslie.boisvert@lhsc.on.ca
Role: Institutional Admin

Email: becky.champion@lhsc.on.ca
Role: Institution Admin

Email: sophie.wang@lhsc.on.ca
Role: Institution Admin

Email: kamary.coriolanodasilva@lhsc.on.ca
Role: Institution Admin

Email: Alicia.Schiassi@lhsc.on.ca
Role: Institution Admin

Email: jocelyn.edwards@lawsonresearch.com
Role: Institution Admin

Email: Catherine.hann@lhsc.on.ca
Role: Institution Admin

Email: johana.mccallum@lhsc.on.ca
Role: Institution Admin

Email: diane.love@lhsc.on.ca
Role: Institution Admin

Email: lawsonhealthandsafety@lhsc.on.ca
Role: Institution Admin

Email: rupinder.mann@lhsc.on.ca
Role: Institution Admin

Email: lawrence.burns@lhsc.on.ca
Role: Institution Admin

Email: Jessica.Grant@lhsc.on.ca
Role: Institution Admin

Email: lisa.rigg@lhsc.on.ca
Role: Institution Admin

Email: sarah.periard@lhsc.on.ca
Role: Institution Admin

Email: Justina.diazlegaspe@lhsc.on.ca
Role: Institution Admin

Email: Ifeoluwa.Aderanti@lhsc.on.ca
Role: Institution Admin

Email: uzodinma.emeka@lhsc.on.ca
Role: Institution Admin

This access is automatically granted when the Participating Site Initial Application is created. **When Lawson Research Institute or London Health Sciences Centre Research Institute is the Lead Applicant site, the research team should immediately create the PSIA for the London site (right after creating the new study).** This will ensure that access is automatically granted as required above, otherwise the research team will need to manually add these roles to the CTIA/OSIA prior to submission.

Primary Institution Representative in application forms

The Primary Institution Representative for Lawson Health Research Institute must be indicated as follows in the applications within CTO Stream:

Title: Ms.
First Name: Cindy
Surname: Hartgers
Organization: Lawson Health Research Institute
Address: 750 Baseline Road Suite 300
City: London
Province/State: ON
Postcode/Zip: N6L 2R5
Telephone: 519-685-8500 ext. 74728
Fax: 519-432-7367
Email: cindy.hartgers@lhsc.on.ca

The Secondary Institution Representative field should be indicated as follows:

Title: Ms.
First Name: Katrina
Surname: Haasen
Organization: Lawson Health Research Institute
Address: 750 Baseline Road Suite 300
City: London



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

Province/State: ON
Postcode/Zip: N6L 2R5
Telephone: 519-685-8500 ext. 77735
Fax: 519-432-7367
Email: katrina.haasen@lhsc.on.ca

Absence Coverage – Institutional Representative Signature

Should Ms. Hartgers be away from the office, the Institutional Representative signature request can be sent to Ms. Katrina Haasen (katrina.haasen@lhsc.on.ca).