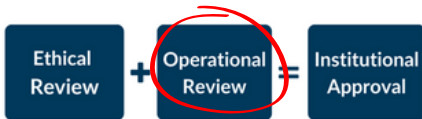


How to Apply for Research Operational Review

OPERATIONAL APPROVAL IS REQUIRED FROM THE DEPARTMENT OR PROGRAM DIRECTORS, DELEGATES AND/OR MANAGERS BEFORE INSTITUTIONAL APPROVAL CAN BE GRANTED FOR ANY RESEARCH PROJECT



Guide for Applicants



1. Log in to the [Research Services Portal](#)

2. Apply New

- Select **2023 Operational Review to Conduct a Research Project at Island Health V23**

3. Read Instructions First

Tab 1. Instructions START HERE

4. Project Team Info

Provide the names of **all** study team members in the Project Team section.

List team members who must appear on the Institutional Approval certificate.

5. Upload Documents

- RISe application (PDF)
- Study protocol
- Consent form(s)
- Other (department, program or academic supports, data flow diagram)

6. Clearly Define Your Asks for Our Reviewers

This is not a duplicate of your ethics application

Department and Program Directors and Managers will review your application and assess the impact on their time, sites, people, resources, data. Privacy and Contracts may also review. **Clearly defined asks will allow the reviewers to conduct an informed review and provide approval efficiently.**

7. Check the **Errors** tab

If all required questions are complete you can submit.

8. Submit

Incomplete forms will be sent back via a Request for Information email

Complete forms will be processed by our office and assigned to departments and programs for review and approval

Expect the operational review process to take 4-6 weeks

Island Health Research Services Portal



To register for an account, email ResearchEthics@islandhealth.ca

Provide

First & Last Name

Institutional Email Address (Gmail, Hotmail, etc not permitted)

Primary Institution Affiliation

Work Telephone Number

Main Work Location (if hospital)

An email confirmation and password reset link will follow.

Forgot your password?

To reset your password, visit

<https://viha.researchservicesoffice.com/Romeo.Researcher> and click on the Reset Password button



Who can submit the application?

The PI can designate a study team member to be the administrator of the operational application. The designate can enter the info, edit and submit the operational application on the PI's behalf.



Approval

Once operational review is complete and the Certificate of Ethical Approval (CoA) is released, you will receive an Institutional Approval certificate (IA)

Post Approval

When you approach a department or program for a service, provide a copy of your CoA, IA and the IA email listing approvers.



Operational review and Institutional Approval (IA)

Is your study's only connection to Island Health via Team Member Affiliation?

You will need to submit an operational application and receive an Institutional Approval. Please contact ResearchOperations@islandhealth.ca for further guidance on how to complete the operational application for Team Member Affiliation only.

Are you an external* researcher needing recruitment support only?

- 1) Please email ResearchEthics@islandhealth.ca and
- 2) Include "External researcher seeking recruitment support" in the subject line.
- 3) Attach your REB approval (a Certificate of Approval) and copy of material(s) to be distributed.

**Institution is not part of BC harmonization (REBC)*

Is it Quality Improvement or Research?

Since 2017, Island Health has supported the registration of Quality Improvement (QI) projects, with regular reporting on the projects contained in the registry. To help differentiate between research and non-research projects and direct applicants to the relevant review bodies (as applicable) within Island Health, the QI Ethics Decision Making Tool & Registry Database begins with a Screening Tool. This tool asks applicants to complete a series of questions to generate a risk score. Projects are then classified as moderate, high and low risk. The QI ethics team uses the scoring to work with project leads to identify potential ethical quandaries and explore risk mitigation strategies.

→ **QI Ethics Decision-Making Tool**

If you have questions during the process, please contact QIEthics@islandhealth.ca