Royal Roads Student Guide

ROYAL ROADS STUDENTS ARE REQUIRED TO SUBMIT BOTH AN ETHICS APPLICATION AND AN OPERATIONAL APPLICATION BEFORE INSTITUTIONAL APPROVAL CAN BE GRANTED FOR ANY RESEARCH PROJECT.

Student Research Guide

How to start your research and receive support

1. Take the TCPS2 Core Tutorial
- Go to https://tcps2core.ca/
- This is a mandatory training requirement for all researchers at Island Health.
- The course is self-paced and takes approximately 4 hours. On completion, you will receive a certificate for your records.

2. Fill out the Student Intake Form
- Go to this link to download the intake form.
- When finished, e-mail form as an attachment to **both** ResearchEthics@islandhealth.ca and ethicalreview@royalroads.ca
- A member of the Research Ethics & Compliance office will contact you to schedule a **30 minute** consult to answer questions about your project and to provide you with support for your applications.

2. Register for an account in ROMEO
3. Register for an account in RISe

4. Want to work with Patient Partners?
- Send an e-mail to the **Leader of Patient and Public Research Engagement** at Island Health by going to their website: https://www.islandhealth.ca/research-capacity-building/patient-oriented-research/out-team-services . It's always better to start this process as early as possible.

5. Acquaint yourself with the Research Ethics & Compliance Website
- Access study protocol and consent templates.
- Understand our policies and procedures.
- Our website can be found at https://www.islandhealth.ca/research-capacity-building/research-ethics-compliance-office

6. Submit an ethics application in RISe
7. Submit an operational application in Romeo

Research Services Portal, aka **ROMEO**

To register for an account in the Research Services Portal, email ResearchEthics@islandhealth.ca
- Ask for a Research Account
- Provide, First & Last Name, Island Health Email Address

Forgot your password?

To reset your password, visit https://viha.researchservicesoffice.com/Romeo.Researcher and click on the Reset Password button

Why didn't I receive the reset email? Island Health may have blocked the email from your inbox. Please check your Anti Spam account to release the email and
- Add Message Sender to Your Safe Senders List

Research Information Systems, aka **RISe**

To register for an account in RISe, you will need a UBC CWL (Campus Wide Login). To set one up, visit https://activate.id.ubc.ca/iamweb/ and follow the steps provided.

Have questions?

Please reach out to schedule a consult with a member of our team by reaching out to **ResearchEthics@islandhealth.ca**. Be sure to include "RRU student" in your subject line.

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Ethics Application Guide

How to start your research and receive support

Protocol

- Save time and use a Protocol template.
- Ensure there are sections on study objectives, inclusion & exclusion criteria, study design and procedures, statistical considerations, data collection & management, publication of results, references, and appendices.
- Please ensure all study team members and their contact information are consistent between the study protocol and the ethics and operational application.

Data Management Plans & Privacy

- Please outline all types of data that will be accessed, analyzed, or collected during the course of the research activities.
- Please include a table that outlines the data source, how it will be destroyed, and when it will be destroyed.
- If there is any intent to preserve research data for future, secondary use, please consult TCPS2 Article 3.13 on the requirements to separately consent research participants for this data retention and use.
- If the research team wishes to send Island Health data outside of Island Health (e.g., to an academic institution or NGO), they must use **KiteWorks Secure File Transfer Protocol** to transfer this data.

General Tips

- Be sure to use Island Health and/or RRU email addresses. In order to prevent a privacy breach, only institutional email addresses can be used.
- If recruiting from Island Health employees or patients, or using recruitment channels at any of our sites or online dissemination tools, please ensure a site-specific recruitment plan is described in detail under the Study Procedures.
- TCPS2 Article 4.7 items a, b, and c stipulate that it is unacceptable to not communicate the results of the research with study participants in a timely manner. Please develop a plan that includes sharing results in plain language with participants and how they will access them.

Consent Forms

- Save time and use an Informed Consent Form template.
- This is a mandatory training requirement for all researchers at Island Health.
- Depending on whether Island Health or Royal Roads University is the Board of Record, please include one of their telephone lines and e-mail addresses for participants to contact in case of complaints. Our stock writing is as follows:

For complaints about your rights as a research participant, please contact the Island Health Research Ethics and Compliance Office in Victoria at (250) 519-6726 or email: ResearchEthics@islandhealth.ca

Conflicts of Interest

- If the student is acting as both a researcher and has an Island Health role, this dual-roles need to be disclosed in the study protocol as well as all participant-facing consent forms.
- Certain conflicts of interest, such as a dual-role or circumstances where the researcher occupies a power-over or reporting relationship with prospective participants, may require a mitigation plan.

Research with Indigenous Communities

- Please consult TCPS2 Chapter 9 in depth.
- As stipulated by TCPS2 Article 9.2, please ensure that engagement with Indigenous communities involved or impacted by the research has occurred prior to the submission of the ethics application.
- All Island Health employees are invited to receive **San'yas Anti-racism Indigenous Cultural Safety Training Program.** San'yas is a facilitated online 8-10 hour course is offered over 8 weeks. Island Health pays for these spots for staff and we hope you consider your ability to complete this course before taking a spot.
- To register, please go to **www.sanyas.ca** and register with your Island Health email. Staff should start off with Core Health Training and should sign up for Advanced training 4-6 months after taking Core Health.