



Research Proposals Approval Committee

Why RPAC?

Personal Health Information Act (PHIA)

1. Obligation of custodians to protect the confidentiality of personal health information (PHI) and the privacy of individuals with respect to that information
2. Rules established for the collection, use and disclosure of PHI

Fiscal Responsibility

1. Research is an uninsured service under the Hospital Insurance Plan
2. Obligation for RHA to seek compensation for provision of uninsured services



2 Step Application Process

1. All research proposals must have full approval of the Health Research Ethics Board (HREB) or other duly constituted research ethics board (REB) prior to submission to RPAC.
2. Following ethics approval, the researcher must apply to RPAC using the Organizational Approval for Research application form, found on the Eastern Health Research and Innovation website <https://ri.easternhealth.ca/rpac/>. (This is the standard application form utilized by all RHA's and NLCHI)



Submission to RPAC

Documents to be submitted with the Organizational Approval for Research application form include:

- ❖ Final version of research ethics application, supporting documentation (eg. consent forms, posters) and ethics approval letter
- ❖ Signed data custodian variable list
- ❖ A scanned/faxed/or original copy of the Organizational Approval for Research application form signed by the Principal Investigator and the Clinical Chief / Department or Program Manager/Director
- ❖ An electronic copy of the application form
- ❖ Study Budget
- ❖ Departmental Agreements (as necessary)



Departmental Agreement

- ▶ An agreement between an Eastern Health department and a researcher for cost recovery for services associated with research.
- ▶ Completion of a Departmental Agreement is required if the research proposal requires Eastern Health services including, but not limited to, Pharmacy, Laboratory, Medical Imaging and/or Personnel or if the proposal impacts Eastern Health resources.

AGREEMENT





RPAC meetings are held on the second Tuesday of every month. The schedule of meetings and submission deadlines may be found on the Eastern Health Research and Innovation website <https://ri.easternhealth.ca/rpac/>.

- ❖ Information boxes throughout the Organizational Approval for Research application form provide guidance on answering the application questions.
- ❖
- ▶ Several questions in the application are duplicated from the ethics application and require attestation that this information has not changed.
- ▶ If there has been a change in the information in the approved ethics application, an amendment must be approved by the HREB/REB prior to applying for RPAC approval.
- ▶ Following RPAC approval, the researcher (and supervisor, if researcher is a student) must sign a Data Sharing Agreement Acknowledgment, if PHI or biological specimens will be accessed/disclosed for the proposal.