Research Proposals Approval Committee

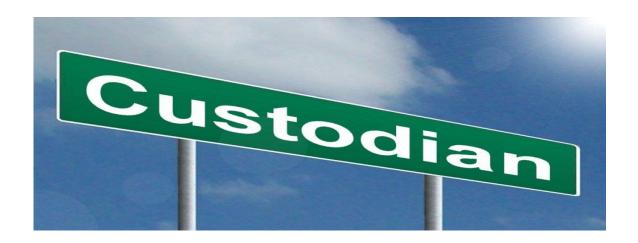
Why RPAC?

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
- Rules established for the collection, use and disclosure of PHI

Fiscal Responsibility

- Research is an uninsured service under the Hospital Insurance Plan
- 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.





- 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.