

## Process for Review and Approval of Research

The Research Proposal Approval Committee (RPAC) requires that appropriate processes are in place for the use, disclosure, collection, protection, storage, retention and destruction of personal health information (PHI) and human biologic specimens used in the conduct of research. Additionally, RPAC assesses impact on Eastern Health resources and determines the requirement for compensation and/or management. The schedule for the biweekly RPAC meetings may be found on the Research and Innovation website.

### RPAC utilizes a two-step research approval 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/>

### Prior to receiving RPAC approval, all proposals will require:

- Approval by the applicable Eastern Health program (Clinical Chief, Director, or Manager)
- Completion of a Departmental Agreement, if the proposal requires Eastern Health services including, but not limited to, Pharmacy, Laboratory, Diagnostic and/or Personnel or if the proposal impacts Eastern Health resources

### Documents to be submitted with the application 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)

Please forward the application and required documents to [RPAC@easternhealth.ca](mailto:RPAC@easternhealth.ca) or fax (709) 752-3591. For questions regarding RPAC, please call (709) 752-4636.

## IMPORTANT INFORMATION

1. Please refer to the information boxes throughout the application for guidance on answering the questions.
2. Several questions in the application are duplicated from your ethics application and require that you attest that this information has not changed.
3. If there has been a change in the information in your approved ethics application, please submit an amendment to the HREB/REB prior to applying for RPAC approval.
4. If PHI or biological specimens will be accessed/disclosed for the proposal, a Data Sharing Agreement (or Acknowledgment, as applicable) must be signed by the researcher (and supervisor, if researcher is a student), following RPAC approval.