

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



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.

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

2. Apply New

- Select **V24 Operational Review to Conduct a Research Project at Island Health**

3. For Team Member Affiliation Only fill out these sections

1. Project Info
2. Project Team Info
3. Tab 2. Project Information
4. For all questions 3.1 through 15 with a red asterisk * please answer "N/A". These (*) are "required questions" and if not answered, will prevent you from submitting the form.

4. Project Team Info

1. **Provide the names of all study team members in the Project Team section.** List team members who should appear on the Institutional Approval certificate.
2. **Add Affiliated Team Member Name** The form does not have a question specific to the affiliation of a team member
 - a. Add team member in the Project Team Info section, and under Comments within the Member profile, please state "Team member affiliated with Island Health"

5. Tab 2 Project Information

Add study summary followed by following statement:

1. "As of [[DATE 2024]], we are not planning to access any Island Health sites, staff, patients, or data or requesting help with recruitment. We have added Island Health for team member affiliation only"
2. For questions 2.6 through 2.13 please answer "N/A"

6. Check the **Errors** tab and Submit

If all required questions are complete you can submit.

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 seeking support from Island Health staff, sites, services or resources such as data or health records?

You will need to submit an operational application and receive an Institutional Approval.

Please visit <https://www.islandhealth.ca/research-capacity-building/research-ethics-compliance-office/operational-review-institutional-approval>

Recruitment support for External Researchers

If you are a researcher whose;

- study has been approved outside of REBC (your study is not in RISE/PREP)
- you are requesting recruitment support only
- you are not requesting any services from Island Health...
 - 1) Email ResearchEthics@islandhealth.ca and
 - 2) Include "External researcher seeking recruitment support" in the subject line.
 - 3) Attach your REB Certificate of Approval and copy of material(s) to be distributed.

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