Research Road Map

April 2022 Certifications Issue

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http://www.kgh.on.ca/research

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Researchers are responsible for developing satisfactory research proposals which meet the guidelines of the funding agency (if applicable) and the ethical standards for clinical research adopted by Queen's University (Queen's) and Kingston Health Sciences Centre (KHSC).

All projects requiring the use of human participants or human participant data, which includes data received directly from individuals and/or their medical records, will require ethical clearance from a qualified research ethics board. Projects requiring the use of animals, biohazardous materials and/or radiation or radiation emitting devices will also require clearance.

All the indicated Boards and Committees listed below have their own online applications with instructions for completion and submission. Researchers are responsible for ensuring that they have received all appropriate approvals (clearance) prior to initiation of any research project.

ANIMAL ETHICS CERTIFICATIONS

Any researcher teaching or conducting studies involving animals that are housed at Queen's or within KHSC facilities, housed on private facilities/farms, collected in the wild, or held in facilities other than those at Queen's (*institutions not assessed by the Canadian Councils on Animal Care*) must apply separately to the Queen's Animal Care Committee (UACC) for approval.

The UACC must approve all research studies involving animals prior to the commencement of the research study.

For more information regarding the UACC and their approval process: https://www.queensu.ca/animals-in-science/.

For all new submissions, full resubmissions, renewals, and amendments, researchers are required to complete UACC's Animal Ethics Approval Form online through their web based program (Topaz P&R; https://www.queensu.ca/animals-in-science/).

BIOHAZARD CERTIFICATION

To ensure compliance with the Laboratory Biosafety Guidelines (Public Health Agency of Canada), the Containment Standards for Veterinary Facilities (Canadian Food Inspection Agency), the Tri-Council Policy Statement and/or the conditions of other granting agencies, a Queen's Biohazard Permit is required for all research and teaching activities which involve the use, manipulation and storage of biohazardous material (including, but not limited to, viruses, bacteria, fungi, parasites, recombinant DNA, biological toxins, prions and other micro-organisms/genetic systems, human and animal tissues, cells, blood and body fluids), and which are:

1. supervised or conducted by employees or members of Queen's or KHSC, or

2. conducted on Queen's or KHSC premises, or in a building or location administered by or under the control of Queen's or KHSC, or

3. supported by funds provided by or through Queen's or KHSC/Kingston General Health Research Institute (KGHRI).

The Biohazards Committee must approve all research studies involving biohazardous material prior to the commencement of the research study.

For more information regarding the Biohazards Committee and their approval process: Biohazard Safety | Office of Risk and Safety Services (queensu.ca).

RADIATION CERTIFICATION

It is the policy of Queen's and KHSC that all activities involving radiation or radiation emitting devices are conducted to keep hazards from radiation to a minimum.

The Queen's Radiation Safety Committee must approve all research studies involving radiation or radiation emitting devices prior to the commencement of the research study.

For more information regarding the Radiation Safety Committee and their approval process: Radiation Protection Program | Office of Risk and Safety Services (queensu.ca)

HUMAN ETHICS CERTIFICATIONS

All research projects requiring the use of human participants and/or human participant data **MUST** be reviewed and approved by one of the three following research ethics boards:

For more information about the Queen's University Health Sciences and Affiliated Teaching Hospitals Research Ethics Board (HSREB) check out: Health Sciences and Affiliated Teaching Hospitals Research Ethics Board | Vice-Principal Research (queensu.ca)
HSREB approvals are obtained by completing an online application: TRAQ ROMEO Human Ethics Application:

https://www.queensu.ca/traq/signon.html

HSREB Standard Application Form

- ✓ clinical trials
- ✓ interventional research
- ✓ studies involving invasive contact or the performance of a task

NEW HSREB Intermediate Application Form

- ✓ interviews, surveys, questionnaires, focus groups/sharing circles or evaluation/assessment

HSREB Non-Recruitment Application Form

- ✓ NOT ACTIVELY RECRUITING participants
- ✓ OR case report
- ✓ Discarded Biological samples

Principal Investigators interested in conducting or joining multicentre clinical trials that involve 2 or more Ontario centres **MUST** use CTO's streamlined research ethics review system. For more information, contact the HSREB or Craig Proulx, Operations Coordinator, CTO (E: craig.proulx@ctontario.ca; T: 416-673-6684). Further information about CTO can be found at www.ctontario.ca.

The Ontario Cancer Research Ethics Board (OCREB) is an expert central oncology REB serving almost every hospital in Ontario that conducts cancer clinical trials.

About OCREB - https://oicr.on.ca/research-portfolio/ocreb/

OCREB FAQ: FAQs - Ontario Institute for Cancer Research (oicr.on.ca)