Fraser Health Authority- Road to Ethics Approval

Complete your study protocol

Study is for quality assurance/evaluation purposes or literature review

Does your study require ethics approval?

Research involves human subjects

Complete and submit the “Application for Initial Ethical Review”
http://research.fraserhealth.ca/approvals-&-ethics/forms-and-guidance-notes/

Start study
Note: A DAA will have to be completed for access to any health data.

Complete the Data Access Agreement (DAA) form
https://remote.fraserhealth.ca/+CSCO+0h756767633A2F2F6E636379303133334F5F/CSCOSITEINFO/PRIVACY_AND_CONFIDENTIALITY/Pages/FormsTemplates.aspx

Complete and submit the “Department Agreement for Providing Research-related Services”
http://research.fraserhealth.ca/approvals-&-ethics/forms-and-guidance-notes/

“Certificate of FHREB Initial Approval” + "Letter of Authorization" (LOA)
Received

DAA Approval

Submit DAA approval, signed DAR and LOA to Health and Business Analytics, and Health Records

Congratulations! You can now start your project.
Happy researching!

Check the form for the email of who to submit the application and all documents to.
Go through the checklist on pg.1.

E-mail this form along with the LOA from ethics to the respective department contacts. Health and Business Analytics and Health Records are the departments involved in retrospective chart reviews. Note that Health Records must approve the DAR for use of any health records, electronic or paper.

Ensure DAA is consistent with the FHREB approved protocol.
E-mail completed forms to either Cathy Mahaffey or Dean Simmons from the information privacy office.
Cathy.Mahaffey@fraserhealth.ca
dean.simmons@fraserhealth.ca

Submit with LOA when received

1. Email to the HBA contact assigned to your study. The list will then be released to you.
2. Email list and signed DAA, DAR and LOA to Health Records contact in order to be given access to electronic or paper records.

Abbreviations used during communication:
DAA: Data Access Agreement
DAR: Department Agreement for Research-related Services
HBA: Health and Business Analytics
LOA: Letter of Authorization
Other tips and tricks:

Timing
- At the time you are submitting for ethics approval, anticipate that many of the contacts will be going on vacation and may take longer than anticipated
- While waiting for ethics approval, complete the DAR and DAA forms. This way they will be ready when you receive the different components required for submission.
- Estimated timeline:
  - Protocol- 2 weeks
  - Submission of ethics to receiving LOA- 3 weeks
  - DAR approval- 2 weeks
  - DAA approval- 2 weeks
  - Total time to starting project ~4-8 weeks

DAA
- Personal USBs and laptops are no longer permitted to store data
- A folder located in the M:/ drive on your Fraser Health Windows login should be set up once a Fraser Health based research project is selected. This is where you can store all your data and any other confidential project related documents
- Use an encrypted Fraser Health computer for data collection, don’t use a personal USB for data transfer, store the clinical data on the M: drive in a secure folder
- An encrypted USB is available from Fraser Health at Central City in Surrey if needed