

Canadian Mental Health Association Thunder Bay Branch POLICIES & PROCEDURES MANUAL	SECTION: Service Delivery POLICY: <u>Research Approval</u> Page 1 of 4	NUMBER: F.6
		DATE: April 2012 REVISED: October 2012 APPROVED: October 24, 2012

POLICY:

CMHA values quality services that are founded on evidence based practices. Participation in research aimed at quality improvement, education and leading practices in the field of community mental health is one of the ways we live out that value in our organizational life. We welcome the opportunity to participate in research and invite researchers, scholars and educators from the community to work with us in building knowledge and evidence of leading practices. There is an expectation that at the conclusion of any research conducted with CMHA, the findings will be made publicly available and disseminated to all CMHA stakeholders through a variety of different means including but not limited to a presentation, paper, or report.

PURPOSE:

The purpose of this policy is to outline the procedure by which CMHA-Thunder Bay will consider supporting research proposals. *(Please allow for minimum of eight weeks for approval process to be completed)*

PROCEDURES FOR LETTERS OF SUPPORT:

1. Research projects that are still in the developmental or grant writing phase, but that are looking to include involvement with CMHA-TB, may complete an "Application for Letter of Support" (F.6.1) and forward it to the Executive Director.
2. Upon receipt of the completed form the Executive Director will review the information. If the potential project is deemed appropriate and a match to the Mission and Values of CMHA-TB a formal notice and the Letter of Support will be forwarded to the researchers. *(A Letter of Support **does not** guarantee Operational Approval. Continued support and involvement with CMHA-TB is contingent on appropriate research ethics approval, funding and internal approval. As such, once the research project is at the commencement stage it must go through the appropriate CMHA-TB processes for Operational Approval).*

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PROCEDURES FOR OPERATIONAL APPROVAL:

1. Research projects that are already supported or that we have solicited must complete the Application for Operational Approval package. Included in the application package is the following information:
 - A copy of the completed Application for Operational Approval Form (F.6.2)
 - A copy of the Research Ethics Board (REB) letter of approval (if involving participants)
 - A full copy of the proposal including abstract and appendices
 - A copy of the completed Tri-Council Policy Statement (TPCS-2) Certificate
 - A copy of all the principal investigator's curriculum vitae

This package is to be submitted to the Executive Director electronically or post:

mfortin@cmha-tb.on.ca

Executive Director
Canadian Mental Health Association – Thunder Bay Branch
200 Van Norman Street
Thunder Bay, Ontario
P7A 4B8

2. Upon receipt of the Application for Operational Approval Package, the Executive Director will table the proposal in confidence for review by the Ethics Committee. Committee members may not disclose, share or otherwise disseminate the content, information or names of any researcher or party. Committee members may not share any of the deliberations or discussions from the review. They should destroy all electronic and printed copies of the draft once the process has been completed. The original copy of the package shall be retained in administration

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Procedures continued.....

3. There are formal criteria that the Ethics Committee uses to evaluate research (F.6.3). These criteria can be made available for researchers. Following the review, one of three events will occur.
 - a) If deemed appropriate, it will be given an “approval recommendation” and forwarded to the Leadership Team for final approval.
 - b) The Ethics Committee will review the proposal and if it is found to meet most, but not all, of the necessary criteria this information will be relayed to the researcher(s) and they will be given a chance to make necessary adjustments and have the proposal reassessed.
 - c) The Ethics Committee will review the proposal and if it is deemed a poor fit with the necessary criteria or would require excessive modification to meet approval the Ethics Committee can reject the project as a whole. A rejection letter will be sent through the Leadership Team to the researchers.
4. The Leadership Team will receive the recommendations of the Ethics Committee along with a summary of the research proposal. Following this they will make the final decision to accept or reject the research proposal.
5. If the research proposal is accepted by the Leadership Team a letter of Operational Approval will be sent to the researchers from the Executive Director granting permission to conduct the study as presented.
6. Upon completion of data collection and/or the completion of the project as a whole, the researchers are required to complete the *Final Report for the Research Ethics Board* form (F.6.4) and forward it to the Executive Director. This way a summary of the project and findings may be shared through Canadian Mental Health Association – Thunder Bay Branch.

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Procedures continued.....

7. Additional Notes:

- a) If the duration of the *project exceeds a period of one year* from the commencement date the research project will require re-assessment, in accordance with REB process. An annual review form must be completed and submitted to the Executive Director team who will forward it to the Ethics Committee for review.
- b) Should significant changes be made to the project after Operational Approval has been granted a Notice of Modification or Amendment to Operationally Approved Research form (F.6.5) outlining the changes must be sent to the Executive Director and the project will be required to undergo re-assessment.

Other Policies to Reference:

- F.1 Privacy (PHIPA/One Health)
- F.2 Disclosure of Health Information for Research Purposes

Related Documents: (posted to the Intranet and website)

- Application for Letter of Support (F.6.1)
- Application for Operational Approval Form (F.6.2)