

Compassionate care led by Catholic values

Covenant Health Research Centre (CHRC) Services for Researchers:

The CHRC is committed to providing services to all researchers - including supporting the endeavors of *Covenant Health* (CH) physician researchers. Specifically, we can assist you with your research project in these general areas:

✚ Education Workshops

- Access to various research education workshops for you and your staff, at no cost;

✚ Ethics

- Assistance and follow up with the *Health Research Ethics Board* (HREB), if required;
- Education workshops focused on HREB and the *Human Ethics Research On-line* (HERO) on-line interface;

✚ Grants

- Access to a \$5,000.00 research grant;

✚ Knowledge Transfer (KT)

- Assistance w/development of a KT plan;
- Access to activities such as brown bag presentations, forums, Research Day and the "*Covenant Health Research*" publication – whatever delivery is best suited to your particular research project;

✚ Lab Services

- Assistance and contact for research study lab costing and budgets;

✚ Multi-discipline Research Teams

- Access to a network of researchers, based on study requirements and interests;

✚ Operational/Administrative Review

- All review and approvals - signatures are obtained on your behalf;

✚ Risk Management/Legal

- Review of study agreements;
- Compliance with the *Health Information Act* (HIA) through the *Covenant Health* HIA agreement;
- Maintenance of study trust accounts;

A *Frequently Asked Questions* (FAQ) document and the CH Research Policy are attached for your reference. If you have any questions or should you require assistance with your research study, please do contact us.

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RESEARCH AT COVENANT HEALTH

The *Covenant Health Research Centre (CHRC)* opened in March, 2003 and since then has extended services to: facilitate the operational and administrative approval process at *Covenant Health (CH)*, provide research education and knowledge translation opportunities for researchers, provide liaise with and promote multi-disciplinary research teams, assist with research funding and develop other resources to enhance research activities at *Covenant Health*.
















The CHRC serves *Covenant Health* much as NACTRC serves the *University of Alberta (UofA)* and *Alberta Health Services (AHS)*



















The *Human Research Ethics Board (HREB)* is a partnership among the UofA, AHS and CH. All health research underway at any of these partner organizations requires prior ethics approval through the HREB. In addition operational and administrative approval is required from NACTRC or CH, or both.

Covenant Health Research Policy #I-B-105 requires that any research that is undertaken at a CH facility, utilizes CH resources, involves CH patients, staff, physicians or volunteers, or utilizes CH data and/or health records requires prior approval of CH through the CHRC. Also, the recruitment of study subjects at a CH site, regardless of where the study is to take place, is also considered to be a research activity and requires CH approval.

FREQUENTLY ASKED QUESTIONS:

Covenant Health (CH)	<p>➡ <i>I have a research project that I would like to introduce at a CH site. What is your process for approval?</i></p> <p>✔ To process your study for operational/administrative approval, we will require the first 2 pages of our application form, and a signed version of our Health Information Act (HIA) Section 54 agreement to be submitted to the CHRC (send to research@covenanthealth.ca). In addition, we will need access to the on-line HERO version of your study. To facilitate this, please include CH as a site under "1.5. Study Locations and Sites, 2.0". Once we've received your study information, we circulate the study to the relevant department managers, site senior operating officers, risk management and legal, and any other appropriate department for review. When those reviews are returned, a final approval letter is issued out of the CHRC office for your use.</p> <p>All research studies underway at CH require:</p> <ul style="list-style-type: none"> ○ current HREB approval; ○ CH operational/administrative approval. <p>http://www.caritas.ab.ca/Home/Research/ForResearchers/CaritasAdministrativeApproval/default.htm</p> <p>➡ <i>If I have approval for my research project through NACTRC, do I have to submit for approval at Covenant Health?</i></p> <p>✔ Yes. CH is a separate legal entity from AHS, with a distinct administrative structure. Operational and administrative approval is required if a study involves CH.</p> <p>➡ <i>I would like to recruit for study participants at CH, but all of my study activity will take place at an AHS site. Do I need to have CH approval for recruitment activities?</i></p> <p>✔ Yes. Recruitment at a CH site is considered to be a research activity and in accordance with our research policy, requires review and approval from CH.</p>
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<p>Ethics</p>	<p>  <i>I have ethics approval from an REB outside of Alberta. Do I have to submit the study to the HREB for approval?</i>  Yes. The HREB is a partnership organization comprised of the University of Alberta, AHS and Covenant Health. The CH research policy requires that all studies are reviewed by the HREB on CH's behalf. The HREB can usually process your application as an expedited review, given that it has been reviewed previously. http://www.hreb.ualberta.ca/ </p> <p>  <i>My ethics approval with the HREB has expired and I need to access more health records. Do I have to renew my approval?</i>  Yes. All study activities at a CH site must have current HREB approval. If you have not renewed your study and it has expired, contact the HREB at 780.492.0302 for assistance with a renewal. </p> <p>  <i>I'm not sure if my project will be considered research or a quality assurance project. How do I go about assessing this?</i>  The Alberta Research Ethics Community Consensus Initiative (ARRECI) offers a tool that can help you discern where your project fits in: http://www.ahfmr.ab.ca/arecci/screening  You can also contact the HREB at 780.492.0302 for an ethics preview of your project. </p>
<p>Contracts and Agreements</p>	<p>  <i>Does CH have to be a party to my Clinical Trial Agreement (CTA)?</i>  Yes, if the research involves CH (as stated above). </p> <p>  <i>What if most of my research are at AHS sites and I have study approval from HREB and NACTRC?</i>  A legal review may conclude that CH might be an additional party to the CTA or CH may simply acknowledge the agreement. </p>
<p>Trust Accounts</p>	<p>  <i>What is the process for research monies received and payment of expenditures for my research studies?</i>  Each new research project will have a separate research trust account. Accounts are set up through the Finance department. A Research Trust Account Terms of Reference form is required to be completed. Deposits will be made directly to the research account and applicable institutional overhead withdrawn at the point of deposit into the research account. Expenditures must have supporting documentation and approved by you and/or designate as per the signing authority on the Terms of Reference of the research account. Upon completion of the research project, any remaining funds will be set up in a designated contingency/residual account under your name, unless otherwise required to be kept separate. </p>
<p>Overhead Monies</p>	<p>  <i>What is the overhead charge and when does this apply?</i>  The institutional overhead fee is applied to industry sponsored studies. The overhead fee is collected by Covenant Health upon deposit of research monies. Some of the cost components of the overhead include: research administration, legal review and negotiations, finance/accounts management, office space, and access to patients. Overhead rate for industry sponsored studies is at a rate of 30%. A portion of the overhead (10%) will be returned to your research account upon notice to Covenant Health Research Centre of the completion of your industry sponsored study. Investigator initiated studies sponsored by pharmaceutical companies have an overhead rate of 15%. </p>

Funding	<p>  <i>I am looking for funding to support my study. Do you have funding available?</i> </p> <p>  Yes. The CHRC has a study grant of up to \$5,000.00/study available for research studies that are undertaken at CH and/or by CH researchers, and/or are of benefit to CH patients, staff and physicians. In order to be eligible for this grant, your study must have CH operational/administrative approval. To apply simply submit a letter outlining your request for funding and provide a budget demonstrating specific expenditures and any other project funding to the CHRC office. </p>
Research Coordinators	<p>  <i>Are Research Coordinators employees of CH or contractors?</i> </p> <p>  This is a complex question that must be dealt with on a case by case basis.; however recently several Research Coordinators have been designated as CH employees. </p>
Multi-disciplinary Research Teams	<p>  <i>I would like to put together a multi-disciplinary team or a focus group for my study. Can you assist me with this?</i> </p> <p>  Yes. The CHRC can work to communicate with you and introduce you to individuals who may be interested in collaborating on a research project. </p>
Health Records	<p>  <i>I am doing a chart review. What is required to access health records?</i> </p> <p>  Health Records will require a copy of the Covenant Health operational/administrative approval letter, as well as a copy of the current HREB approval letter. </p>
Library Services	<p>  <i>I require a literature search completed for my research project. Is this service available?</i> </p> <p>  Yes, library staff at <i>Covenant Health</i> are able to do literature searching for you. To access these services, go to the library, phone, fax, or email the library with your completed literature search request form </p> <p>  <i>I require a literature search completed for a research project as part of my coursework/graduate studies program?</i> </p> <p>  For programs of study, there is the expectation that students will complete their own literature searches. While library staff are not able to complete a search for you, they are able to assist if you are having difficulties and can provide additional training if required. </p> <p>  <i>Does the Covenant Health Library provide access to "Refworks" software?</i> </p> <p>  No. The <i>CH Library</i> does not have a license for "Refworks" (bibliographic management program). </p> <p>  <i>Does the CH Library provide current awareness services so that I can keep up with the latest research in my field?</i> </p> <p>  Yes. Library staff can set you up on a number of current awareness services including table of contents from journals in your particular area of study (electronic or paper). They can also create an auto alert search for you on your topic of interest, and can help you set up an RSS aggregator. </p> <p>  <i>Is the CH Library able to get copies of articles for me?</i> </p> <p>  Yes. The <i>CH Library</i> can provide you with copies of library articles. They are able to access journals in the libraries, and are part of an interlibrary loan network that enables them to access journal articles that aren't owned. </p>

Resources	<p>■ <i>I require a CH logo to include in my patient information letter. Where can I access a CH logo?</i></p> <p>✔ The CH logos are available on “J” Drive. If you do not have access to J Drive or cannot find what you require, contact research@covenanthealth.ca to have the logo and logo use instructions sent directly to you.</p>
Workshops	<p>■ <i>I or my research team would like access to research education. What do you have available?</i></p> <p>✔ The CHRC holds various research education workshops every year for access by any CH or AHS staff. In addition, we identify external workshops that may be of interest to CH researchers. A listing is available on-site on the CHRC bulletin boards, or on the website. http://www.caritas.ab.ca/Home/Research/ForResearchers/Workshops.htm</p>
Knowledge Transfer	<p>■ <i>I would like assistance with Knowledge Transfer (KT). What kind of activities can you assist with?</i></p> <p>✔ The CHRC can assist you with events or resources specific to your research study, i.e. forums, information/education sessions, etc. In addition, we hold an annual Research Day that allows researchers to showcase their work by either presenting in some form, or participating in a poster presentation. The CHRC also offers a bi-annual virtual research publication “<i>Covenant Health Research</i>”, with space available for papers, abstracts, articles, photos, ads, etc.</p>

For further information regarding this document or for assistance with a research project, please contact:

COVENANT HEALTH RESEARCH CENTRE

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