



<b>SOP Title</b>	<b>Establishing Board of Record Affiliation</b>
<b>Number.Version</b>	109.005
<b>Effective Date</b>	January 27, 2022

## Approvals

<b>Name and Title of Signatories</b>	<b>Signature</b>	<b>Date mm/dd/yyyy</b>
Erika Basile Director, Research Ethics and Compliance		24 Jan 2022
Dr. Philip Jones Chair, Health Sciences Research Ethics Board		27 Jan 2022

## 1. PURPOSE

The purpose of this standard operating policy and procedure (SOP) is to describe the processes and procedures for establishing a formal affiliation between The University of Western Ontario Health Sciences Research Ethics Board (HSREB) and London Health Sciences Centre (LHSC) and St. Joseph's Health Care London (SJHC)

## 2. GENERAL POLICY STATEMENT

An affiliation has been established between the HSREB and LHSC/SJHC. The HSREB has been authorized as the "REB of Record" for LHSC and SJHC.

## 3. RESPONSIBILITY

This SOP applies to all HSREB members including the Chair and Vice-Chair(s) and to all Office of Human Research Ethics (OHRE) staff.

## 4. DEFINITIONS

See Glossary of Terms

## 5. SPECIFIC POLICIES AND PROCEDURES.

### 5.1. Ethical Conduct and Commitment

5.1.1. All University Students, Faculty Members, Work Study Students, Postdoctoral Fellows, University Staff, Hospital employees, and others holding LHSC/SJHC appointments who are involved in research activities at LHSC/SJHC or elsewhere, must adhere to the relevant LHSC/ SJHC and University policies on ethical conduct, conflict of interest, and commitment, in accordance with the Tri-Council policies.

### 5.2. Regulation of Research Activities

5.2.1. In the use of human participants in research, LHSC/SJHC researchers will follow procedures set out in the applicable University and LHSC/SJHC policies.

### 5.3. Conduct of Research Involving Human Participants

5.3.1. All research involving humans requires approval in writing from the HSREB;

5.3.2. The HSREB will act as the “REB of Record” for the LHSC/SJHC;

5.3.3. All protocols regarding clinical research will be submitted to the HSREB;

5.3.4. The HSREB will notify LHSC/SJHC of all ethics approvals given to research falling under their jurisdiction, and will also make available to LHSC/SJHC all submission documents, correspondence, withdrawals, and denials in order for them to fulfill their obligations to monitor research compliance.

**5.4. Conduct of Research Involving Human Participants at LHSC/SJHC sites**

5.4.1. All research involving human subjects that is to be conducted on the physical premises operated by the LHSC/SJHC or to involve hospital patients or their data must also be approved by the central research administration of LHSC through the Lawson Health Research Institute (“Lawson”).

**5.5. Contracts**

5.5.1. The Grants and Contracts Office at Lawson will negotiate all contracts for research involving humans or their data, which are administered at LHSC/SJHC.

**6. REFERENCES**

- 6.1. Agreement between The Board of Governors, The University of Western Ontario y and London Health Sciences Centre;
- 6.2. Tri-Council Policy Statement; Ethical Conduct for Research Involving Humans (TCPS2);
- 6.3. The University of Western Ontario. MAPP 7.14 Research Involving Human Participants. June 17, 2021.

**7. SOP HISTORY**

<b>SOP Number.Version</b>	<b>Key Changes</b>	<b>Effective Date mm/dd/yyyy</b>
109.001	Original	01/21/2014
109.002	Minor administrative revisions for clarity	05/22/2014
109.003	Minor Administrative changes	05/11/2016
109.004	Minor Administrative Changes	09/06/2018
109.005	Minor Administrative Updates	01/27/2022