



# Toronto Academic Health Science Network

## TAHSN Board of Record Tip Sheets

**PURPOSE** The following Tip Sheet outlines the responsibilities and step by step instructions of the Lead Applicant in the TAHSN Board of Record process.

**DEFINITIONS** See glossary of terms.

**RESPONSIBILITIES**

- The Lead Applicant shall submit the study materials to the Lead’s REB in accordance with the Lead REB’s policies, procedures and requirements.
- The Lead Applicant will apply to the Lead REB on behalf of all participating Site PIs.
- The Lead Applicant will inform the Site PI of new developments and/or changes to the application or study related materials.

**STEP #1:  
Initial Application**

- The Lead Applicant is to contact the Navigator or local Site Navigator for the *TAHSN Board of Record Application Form*.
- The Lead Applicant is to complete the *TAHSN Board of Record Application Form*.
  - Lead Applicant to provide each Site PI with the *TAHSN Board of Record Site Specific Information Form*.  
Note: Lead Applicant is NOT required to complete the *TAHSN Board of Record Site Specific Information Form* for their site.
- Lead Applicant to submit the completed *TAHSN Board of Record Application Form*, including the *Site Specific Information Form(s)*, and all supporting study documents (final protocol, consent forms, data collection forms) to the Navigator.
- The Lead Applicant will be notified by the Navigator of the decision to use the TAHSN Board of Record model.

**STEP #2:  
Process for Accepted Studies**

- Apply to the Lead REB as per the Lead REB’s normal process.
- The Lead Applicant is to review and sign the *TAHSN Board of Record Study Agreement* upon request by the Navigator or Lead Applicant and return the agreement to the Navigator.
- Lead Applicant is to inform the Navigator upon receiving REB Approval from the Lead REB
  - Lead Applicant to comply with site-specific requirements set by their institution. For example, data transfer agreements, Institutional Authorization (University Health Network), etc.
- Upon request from Navigator, the Lead Applicant must sign the *TAHSN Board of Record Study Agreement* and return the completed form to the Navigator.
- Upon completion of the *TAHSN Board of Record Study Agreement*, the Lead Applicant and all participating Site PI’s will receive the following fully executed and approved documents from the Navigator:
  - Lead REB Approval Letter
  - *TAHSN Board of Record Study Agreement* for the Site(s)
  - Approved study documents (Final Protocol and Consent forms)