



# 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 TAHSN Board of Record Navigator, otherwise known as the “Navigator” in the TAHSN Board of Record process.

### DEFINITIONS

See glossary of terms.

### RESPONSIBILITIES

- The Navigator will treat all information received as the “Navigator” as confidential information.
- The Navigator will provide guidance and answer inquiries to any and all persons requesting information regarding the TAHSN Board of Record.
- The Navigator will complete all tasks specified in the Specific Procedures section below to the best of their knowledge and ability.

### STEP #1: Initial Application

- The Navigator is to provide the *TAHSN Board of Record Application Form* to interested parties or new “Lead Applicant” upon request.
- Once the Lead Applicant provides the completed *TAHSN Board of Record Application Form*, including the *Site Specific Information Form(s)*, and provides all supporting study documents (final protocol, consent forms, data collection forms) to the Navigator, the Navigator is to screen the application for completeness.
- The Navigator is to send the application and supporting documents to the Site Navigators of all TAHSN institutions participating in the research study to decide if the proposed research study is acceptable to use the TAHSN Board of Record model.
- The Navigator is to contact the Lead Applicant to let them know if their study is approved to use the TAHSN Board of Record model.

### STEP #2: Process for Accepted Studies

- The Navigator is to instruct the Lead Applicant to apply to the Lead REB as per the Lead REB’s normal process.
  - The Navigator is to receive REB Approval letter from the Lead REB and/or Lead Applicant.
  - The Navigator is to inform the Site PI and Site Navigator once the site has received REB approval for the study from the Lead REB.
- The Navigator is to complete the *TAHSN Board of Record Study Agreement*.
  - The Navigator is to send the *TAHSN Board of Record Study Agreement* to the Lead Applicant and Site PI for signatures.
  - The Navigator is to send the *TAHSN Board of Record Study Agreement* to the participating Site Navigators for signatures from the site’s Authorized Signatory.
- The Navigator is to distribute the following fully executed and approved documents to all parties from the Lead REB and Site:
  - Lead REB Approval Letter
  - *TAHSN Board of Record Study Agreement* for the Site(s)
  - Approved study documents (Final Protocol and Consent forms)