



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 Site Navigator in the TAHSN Board of Record process.

DEFINITIONS See glossary of terms.

RESPONSIBILITIES

- The Site Navigator will Treat all information received as the “Site Navigator” as confidential information.
- The Site Navigator will provide guidance and answer inquiries to local research teams requesting information regarding the TAHSN Board of Record at their site.
- The Site 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 Site Navigator is to review the *TAHSN Board of Record Application Form*, including the *Site Specific Information Form*, and all supporting study documents (Final Protocol, consent forms, data collection forms) upon request from the Navigator.
 - The Site Navigator is to determine if the proposed research study is acceptable to undergo review using the TAHSN BoR model and is to inform the Navigator of their decision.
- STEP #2:
Process for Accepted Studies**
- The Site Navigator is to be informed by the Navigator when the Site PI from their institution receives ethics approval from the Lead REB and will receive a copy of the REB Approval letter.
 - The Site Navigator may inform the Site PI to ensure that all site-specific requirements set by their institution are complete prior to study initiation. For example, data transfer agreements, Institutional Authorization (University Health Network), etc.
 - The Site Navigator is to collect signatures for the *TAHSN Board of Record Study Agreement* for their site’s Authorized Signatory upon request from the Navigator and return a signed copy to the Navigator.
 - Once a site has received approval from the Lead REB and has a complete agreement, the Site Navigator will receive the following fully executed and approved documents:
 - Lead REB Approval Letter
 - *TAHSN Board of Record Study Agreement* for the Site(s)
 - Approved study documents (Final Protocol and Consent forms)