



SOP Title	Establishing Board of Record Affiliation
Number.Version	109.003
Version Date	05/11/2016

Approvals

Name and Title of Signatories	Signature	Date mm/dd/yyyy
Erika Basile Director, Research Ethics		05/11/2016
Dr. Joseph Gilbert Chair, Health Sciences Research Ethics Board		05/11/2016

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 (UWO HSREB) and London Health Sciences Centre (LHSC)

2. GENERAL POLICY STATEMENT

An affiliation has been established between The University of Western Ontario HSREB and LHSC. The HSREB at the University of Western Ontario has been authorized as the “REB of Record” for LHSC.

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 appointments who are involved in research activities at LHSC or elsewhere, must adhere to the relevant LHSC 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 researchers will follow procedures set out in the applicable University and LHSC policies.

5.3. Conduct of Research Involving Human Participants

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

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

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

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

5.4. Conduct of Research Involving Human Participants at LHSC sites

5.4.1.All research involving human subjects that is to be conducted on the physical premises operated by the LHSC or to involve hospital patients or their data must also be approved by the central research administration of LHSC through the Clinical Research Administration Office.

5.5. Contracts

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

6. REFERENCES

- 6.1. Agreement between The Board of Governors, The University of Western Ontario and London Health Sciences Centre;
- 6.2. Tri-Council Policy Statement; Ethical Conduct for Research Involving Humans, December 2010 (TCPS2);
- 6.3. The University of Western Ontario. MAPP 7.14 Policy and Procedures for Ethical Review of Research Involving Human Participants. June 30, 2009.

7. SOP HISTORY

SOP Number.Version	Key Changes	Effective Date mm/dd/yyyy
109.001	Original	01/21/2014
109.002	Minor administrative revisions for clarity	05/22/2014
109.003	Minor Administrative changes	05/11/2016