

SOP Title	Establishing Board of Record Affiliation
Number.Version	109.006
Effective Date	January 15, 2025

Approvals

Name and Title of Signatories	Signature	Date mm/dd/yyyy
Erika Basile Director, Research Ethics and Compliance	<i>Erika Basile</i>	Jan 15, 2025
Dr. Naveen Poonai Chair, Health Sciences Research Ethics Board	<i>Naveen Poonai</i>	Jan 28, 2025

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 and SJHC sites

5.4.1.All research involving human participants 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 hospitals central research administration .

5.5. Contracts

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

6. REFERENCES

- 6.1. Affiliations Agreement between The University of Western Ontario and London Health Sciences Centre;
- 6.2. Affiliations Agreement between The University of Western Ontario and St. Joseph’s Health Care;
- 6.3. Tri-Council Policy Statement; Ethical Conduct for Research Involving Humans (TCPS2);
- 6.4. The University of Western Ontario. MAPP 7.14 Research Involving Human Participants. June 17, 2021.

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
109.004	Minor Administrative Changes	09/06/2018
109.005	Minor Administrative Updates	Dec 7, 2021
109.006	Administrative updates including the removal of “Lawson” and	Jan 15, 2025