

How to Apply for a Letter of Authorization to Conduct Research

All studies running at Fraser Health must submit an application to Initiate a Project Record in addition to the REB review. This application form is located in new application forms section of the awards module of the ROMEO research portal. The purpose of this form is to ensure all necessary approvals are in place for the study to begin. Additional applications for operational approvals, such as a Privacy review, may be required depending on the nature of the study.

The application to Initiate a Project Record in Fraser Health may be submitted concurrent to the ethics review application on ROMEO for studies applying for approval in Fraser Health only, or concurrent to the ethics review application on the Provincial Research Ethics Platform hosted on the UBC RISE system for multi-jurisdictional research.

1. Log-in to the ROMEO Research Portal

If you are a first time user, you must click the Register button to create an account. Your username should be your primary email address. Once you have registered, you will receive an automatic email with instructions on setting up your password.

A screenshot of the login form for the ROMEO Research Portal. The form is enclosed in a light blue border. At the top right, there is a "Login" button with a blue arrow icon. Below this, there are two input fields: "Username" and "Password". A red callout box on the left contains the text "Enter email for your username" with a red arrow pointing to the Username input field. Below the password field, there is a section titled "Use your default language" with two radio buttons: "Yes" (selected) and "No". At the bottom of the form, there are three buttons: "Login", "Register", and "Reset Password".

If you have already been an investigator or main contract on a previous submission to the Fraser Health Research Ethics Board (FHREB), you will likely already be registered. You can insert your primary email address in the Username and select "Reset Password" to create a new password.

2. Select "Apply New"



Click here to find application forms for new submissions

APPLY NEW

Useful Links

Click here for quick links to the FHREB consent form templates, guidance notes, meeting dates and more

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Role: Principal Investigator

Applications: Drafts	(0)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(0)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)

Role: Project Team Member

3. Select “Application to Initiate a Project Record”



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New Application Forms

Office of Research Ethics

Application Name	Description	Status
Initial Application for Socio-Behavioural Studies	This application form is for initial ethics approval of social or behavioural research studies	Open
Initial Application for Clinical Studies	This application form is for initial ethics approval of clinical research studies, including chart reviews, clinical research registries, and clinical trials	Open

Office of Research Services

Application Name	Description	Status
Application to Initiate a Project Record	This is a form to initiate a project record. Please complete this form when: submitting an internal or external grant application, or when starting a research project that requires a FH cost centre.	Open

Once you select the appropriate application form, you will be assigned a temporary Application Reference Number will the application is in draft format. This will be replaced with a permanent File Number once the application form is submitted. Please note the File Number will be different from the File Number associated with the FHREB application (if applicable).

****Note that if you have already submitted an Application to Initiate a Project Record for this study, skip to step 9****

4. Complete the Project Info Tab

Enter the study title, start & end dates and keywords.

The Related Certifications section of this tab allows you to connect the operational and institutional approvals with the REB application in the ROME0 Research Portal.

Keywords:

Related Certifications

- Click Search to attach an existing certification
- Click Add New to attach a certification not yet submitted to a review committee

Certification Category	File No	Status	Renewal Date	Notes
No records to display.				

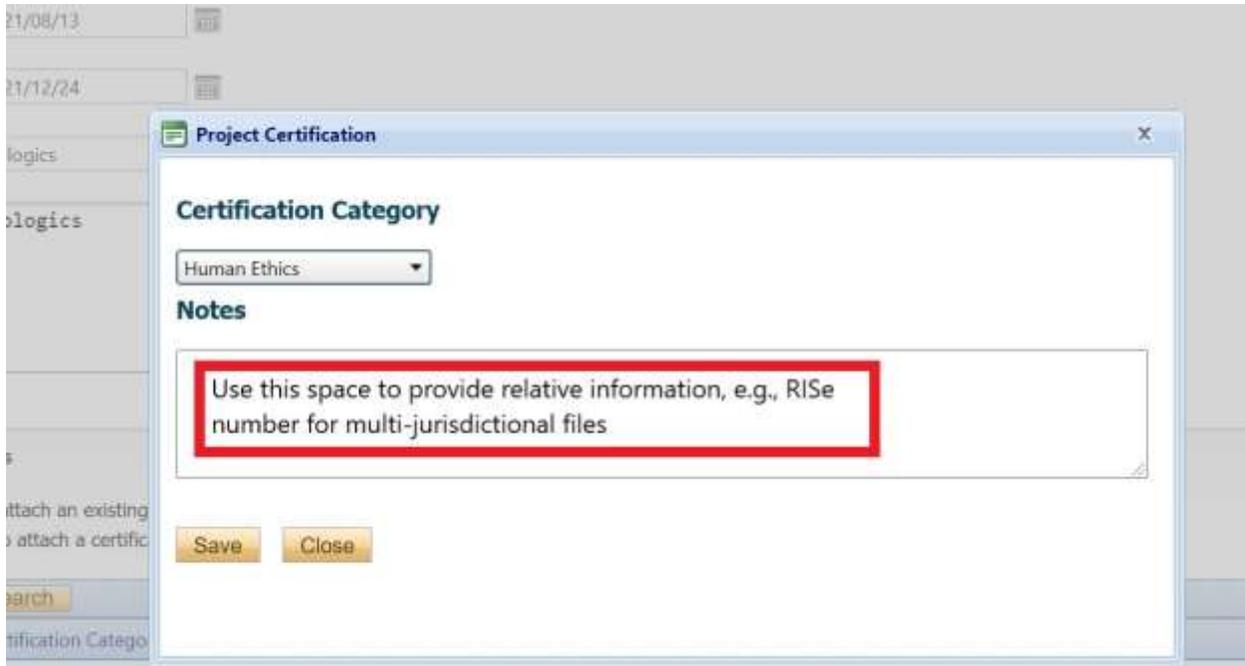
For studies with an existing REB application on ROME0: Select "SEARCH". This will generate a list of your existing REB applications. Select the appropriate study.

Certification List

Options	File #	Certification Category	Title	Status	Expiry Date
[Select]	2020548	Human Ethics	Test 4	Active	2022/08/09
[Select]	2020544	Human Ethics	Test 2	Active	
[Select]	2020539	Human Ethics	TEST	Active	

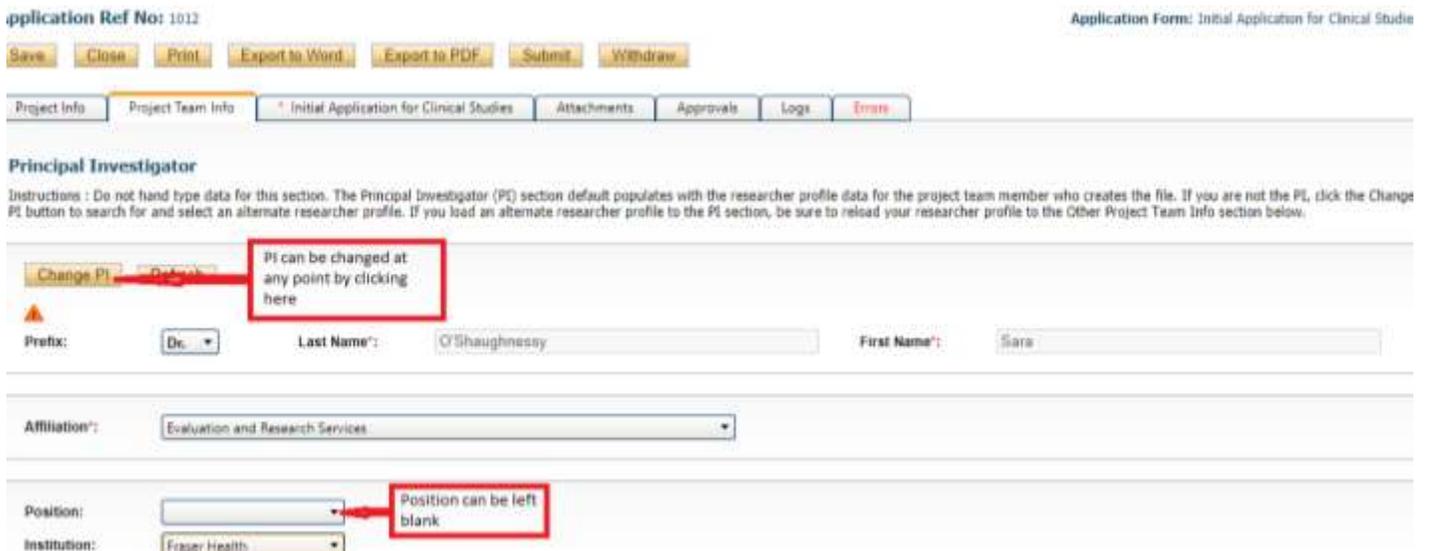
For studies that have not yet applied for REB review on ROME0: Select "ADD NEW". This will generate an open text box in which you can indicate you have not yet submitted for REB review.

For multi-jurisdictional studies that have applied for harmonized REB review on the Provincial Research Ethics Platform hosted on the UBC RISE portal: Select “ADD NEW”. This will generate an open text box in which you must indicate the H-Number for the study.



5. Complete the Project Team Member Tab

The Principal Investigator’s information will automatically populate with the information of the individual making the application.



All identified project team members can contribute to an application form pre-submission, but only the PI can submit an application form. If the application form has been initiated by a team member or research coordinator, the role of Principal Investigator will automatically be populated with that individual's information. This can be switched at any time using the "Change PI" function. Do not manually type in the PI's name. Once this is complete, remember to re-add yourself to the application as a team member.

Use the Add New button to find and team members to the submission. Use the Search Profiles button to find and select team members from the ROMEo portal database. Once the Team Member's profile is located, select the appropriate role in the project from the drop-down list.

The screenshot shows a web form titled "Project Team Member Edit". At the top left, there are "Save" and "Close" buttons. Below them is the section "Project Team Member Info" with a sub-header "Role". A "Search Profiles" button is visible. A dropdown menu for "Role" is open, listing various roles: Co-Investigator (highlighted), Co-Supervisor, External Principal Investigator, Knowledge User, Patient Partner, Research Coordinator, Research Staff, Supervisor, and Undergraduate Researcher. The form contains several input fields: "Prefix:", "Affiliation:", "Role In Project:" (with a dropdown), "Position:" (with a dropdown), "Email:", "Phone1:", "Phone2:", "Country:" (with a dropdown), "Institution:" (with a dropdown), "Fax:", and "First Name:". At the bottom left, there is an "Institution:" dropdown menu with "Fraser Health" selected.

For this section, it is not required to include all team members on the study, only those you wish to grant online access to (e.g. those who have been designated to submit forms on behalf of the PI).

What Happens If I Can't Find My Team Members?

If you cannot find this person in the database, please have them register an account.

6. Project Sponsor Tab

Insert information about the project sponsor or funder in this section, as applicable.

The screenshot shows the 'Project Sponsor Info' tab selected in a web application. At the top, it displays 'Application Ref No: 1030' and 'Project Title: Test'. Below this, 'Project Work Flow State: Pre Submission' is shown. On the right, the 'Application Form: Application for Letter of Authorization to Conduct Research' is indicated. A row of buttons includes 'Save', 'Close', 'Print', 'Export to Word', 'Export to PDF', 'Submit', and 'Withdraw'. A navigation bar contains tabs for 'Project Info', 'Project Team Info', 'Project Sponsor Info', 'Application for Letter of Authorization to Conduct Research', 'Attachments', 'Approvals', 'Logs', and 'Errors'. Below the navigation bar, a message states 'Click Add New to add funder and per fiscal year budget details for this project.' An 'Add New' button is visible. A table with columns 'Investigator', 'Agency', 'Program', and 'Total Requested Amount' is shown, with the text 'No records to display' below it.

Use the “Add New” button to add sponsors/funders to the project record. Locate the sponsors/funders by selecting “Agency”.

The screenshot shows the 'Sponsor Info' form. At the top, there are 'Save' and 'Close' buttons. Below them, a message says 'Complete all fields and click generate to add per fiscal year budget request for this funder.' The form is titled 'Sponsor Info.' and contains the following fields: 'Agency:' with a dropdown menu showing 'Agency'; 'Program:' with a dropdown menu; 'Investigator:' with a dropdown menu showing 'Dr. Sara O'Shaughnessy (Principal Investigator)'; 'Competition Date:', 'Start Date:', and 'End Date:' each with a date input field and a calendar icon; 'Currency Type:' with a dropdown menu showing 'CAD'; and 'Comments:' with a large text area. At the bottom, a note reads: 'To generate disbursement table, enter Start and End Dates above and click GENERATE. To add or delete fiscal year rows after first generate, edit Start Date and End Date above, and click GENERATE to refresh the per fiscal year disbursement table.'

Use the search function to locate the appropriate Agency name. If the sponsor/funder is not listed, contact Adriel.Orena@fraserhealth.ca to add the sponsor/funder.

Agency List

Start With
 Any part

Agency Name:
 Abbreviation:

Options	Name	Abbreviation	Source
<input type="button" value="Select"/>	Fraser Health Professional Practice	FH PP	Health Authority
<input type="button" value="Select"/>	Heart & Stroke Foundation of Canada	HSFOC	Society/Foundation
<input type="button" value="Select"/>	Langley Memorial Hospital Foundation	LMH-F	FH Foundation
<input type="button" value="Select"/>	Physiotherapy Association of British Columbia	PT Assoc BC	Professional Association
<input type="button" value="Select"/>	Ridge Meadows Hospital Foundation	RMH-F	FH Foundation

FRASER Health retains the sole legal ownership of Fraser Health.

7. Complete the Application to Initiate a Project Record tab.

Project Intake Form

The project intake form informs us about the services that you'll require from the Department of Evaluation and Research Services (DERS).

1.1) * Principal Investigator affiliation status:

Principal Investigators of research projects conducted at Fraser Health must be Fraser Health employees/privileged physicians, or academic investigators who have signed onto an affiliation agreement with Fraser Health. If an affiliation agreement is required, please submit an Affiliation Agreement Request Event Form. If applicable, the Letter of Authorization to Conduct Research will not be issued until the Affiliation Agreement is executed.

Fraser Health employee/privileged physician
 External Academic Investigator with FH affiliation status granted
 External Academic Investigator – FH affiliation status not yet granted (Submit Event form for Affiliation Status Request)

1.2) * Fraser Health Study Site(s)

Check all that apply.

Abbotsford Regional Hospital and Cancer Centre
 Burnaby Hospital
 Chilliwack General Hospital
 Delta Hospital
 Eagle Ridge Hospital
 Fraser Health Hospital

This section collects information about the nature of the project being submitted (e.g. a request to apply for external research funding, a request for a Letter of Authorization for an existing project), and will identify the necessary sub-approvals required before the Letter of Authorization can be issued.

8. Submit the application form

Once you select the appropriate application form, you will be assigned a temporary Application Reference Number will the application is in draft format. This will be replaced with a permanent File Number once the application form is submitted.

Complete the questions found in each tab. Make sure to **SAVE your work frequently**. If you close the application or browser without saving, all changes will be lost. Note that questions with a ***red asterisk** are required.

If no further sub-approvals are required, the Department of Evaluation and Research Services will issue the Letter of Authorization in the Attachments tab and mark the submission as “Active”.

If further sub-approvals are required, the application will be marked as “Pending”. Please follow the next steps.

9. Navigate to “Applications: Post-Review” from your home page



The screenshot shows the Fraser Health logo and tagline "Better health. Best in health care." at the top. Below the logo is a navigation bar with "BACK TO HOME", a search field, a "File No." dropdown, and an "APPLY NEW" button. The main content area displays a list of application categories for a "Role: Principal Investigator". The "Applications: Post-Review" category is circled in red. Below this list, there are sections for "Role: Project Team Member" and "Role: Reviewer".

Category	Count
Applications: Drafts	(0)
Applications: Requiring Attention	(0)
Applications: Under Review	(1)
Applications: Post-Review	(6)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention*	(2)
Reminders*	(1)

10. Locate the appropriate study from the list.

Select “Events” to access the intake forms for the sub-approvals.

Better health. Best in health care.

BACK TO HOME | Search: File No. [] [] APPLY NEW | News | Useful Links

Reset Filters | Export To Excel

	File No.	Project Title	Principal Investigator	Application Type	Status Snapshot
View Clone Events Latest Workflow	2020561	Test for Run-Through #2	Dr. Sara O'Shaughnessy (Evaluation and Research Services)	Application to Initiate a Project Record (Awards/Awards)	Project Status: Active Workflow Status: Approval Decision Made
View Clone Events Latest Workflow	2020560	Test - operational approval run through	Dr. Sara O'Shaughnessy (Evaluation and Research Services)	Application to Initiate a Project Record (Awards/Awards)	Project Status: Pending Workflow Status: Approval Decision Made

11. Events Page

The events page will provide a list of applications related to the various sub-approvals that may be required. Complete each form as necessary. Multiple forms may be submitted concurrently. If you are unsure which forms are required for your study, please contact Research.Approvals@fraserhealth.ca for guidance.

Create New Event

Event Form Name	Description
Cost Centre Request	Request a Fraser Health cost centre for this research project
Dean_user	
Data Access Agreement	The purpose of this form is to confirm that data transmission and storage procedures of your initiative meet Fraser Health and/or provincial requirements. Please complete this section if the study requires access to personal information that is collected or maintained by Fraser Health. If you require assistance, please email our Research Privacy Advisor at deans.simmons@fraserhealth.ca. *Personal information include the following: individual's name; all geographic subdivisions smaller than a province, including street address, city, country, postal code; birth date; home telephone numbers; home fax numbers; electronic mail addresses; SIN; MRN; PHN; device identifiers and serial numbers; biometric identifiers; full face or identifiable photographic images and any comparable images; and any other unique identifying number, characteristic, or code, except a code to permit re-identification of the de-identified data.
Octavia_user	
Contracts Intake	Provide information to complete a contracts through Fraser Health
Affiliation Agreement Request	Non-Fraser Health Principal Investigators conducting research in Fraser Health must apply for affiliated status prior to commencement of the research.
Putri_user	
CTMS Intake	Clinical Trial Management System (CTMS) is a cloud-based software that helps maintain and manage the administrative aspects of clinical research operations throughout the research lifecycle. It helps track patient enrollment as well as study visits, and it improves the financial management and billing. All studies that are publicly registered on a clinical trial registry are strongly encouraged to be added to the CTMS. For more information, please visit the Fraser Health CTMS SharePoint site at http://frworkspaces/ctms/RealTime-CTMS/default.aspx .
research_approvals	
Department Agreement to Provide Research Related Services	Studies requiring the provision of services from Fraser Health departments/units to support the research must apply for operational approval using this form.

12. Complete and submit each form, as applicable

If any changes are required, you will be directly notified, and the event forms will be visible as “Events: Requiring Attention” on your home page.



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Role: Principal Investigator	
Applications: Drafts	(0)
Applications: Requiring Attention	(0)
Applications: Under Review	(1)
Applications: Post-Review	(6)
Applications: Withdrawn	(0)
Events: Drafts	(1)
Events: Requiring Attention*	(2)
Reminders*	(1)

Role: Project Team Member

Role: Reviewer

13. Click “Events: Requiring Attention”

This will show you the list of all submissions with Events Requiring Attention. Select “Events” from the file you wish to resubmit.



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Reset Filters | Export To Excel

	File No.	Project Title	Principal Investigator	Application Type	Status Snapshot
View Clone Events Latest Workflow	2020560	Test - operational approval run through	Dr. Sara O'Shaughnessy (Evaluation and Research Services)	Application to Initiate a Project Record (Awards/Awards)	Project Status: Pending Workflow Status: Approval Decision Made
View Clone Events Latest Workflow	2020548	Test 4	Dr. Sara O'Shaughnessy (Evaluation and Research Services)	Initial Application for Clinical Studies (Certification/Human Ethics)	Project Status: Active Workflow Status: Approval Decision Made

14. Events Page

The Events Page is the same page where Event applications can be found. Scroll to the bottom of the page to find the Events Requiring Attention. Select “Latest Workflow” to see changes required.

File No: 2020560
Principal Investigator: Dr. Sara O'Shaughnessy
Project Title: Test - operational approval run through

Events: Drafts
Events: Requiring Attention

	Event No:	Event Category	Event Submission Date	Event Status
View Event Edit Latest Workflow	2020560 - 3539	CTMS Intake (CTMS Intake)	2021/08/20	Submitted by Researcher

Events: Under Review
Events: Past Review
Reminders

15. Latest Workflow

This section will provide instructions on what changes are needed to the event application.

Event: CTMS Intake **File No:** 2020560 - 3539
PI: O'Shaughnessy Sara (Evaluation and Research Services)
Project Title: Test - operational approval run through **Event Form:** CTMS Intake

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Re-Submit](#)

Event Info | CTMS Intake | Attachments | **Logs**

Event Workflow Log Event Log

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
2021/08/20 09:22	Event Workflow State has been changed from ORS Review to Pending Info by ORS .	ORS Review -> Pending Info by ORS	test changes required	research_approvals	Office of Research Services/Office of Research Ethics
2021/08/20 09:20	Event Work Flow State has been changed from Pre-Submission to ORS Review	Pre-Submission -> ORS Review	[Pre-Submission Submit]	Sara O'Shaughnessy	Principal Investigator

16. Re-Submit.

Make any changes to the Event Application form and/or Attachments as required, and re-submit. Once all applicable Event forms are submitted and approved, the Letter of Authorization will be released in the Attachments tab and the study will be marked as “Active”.