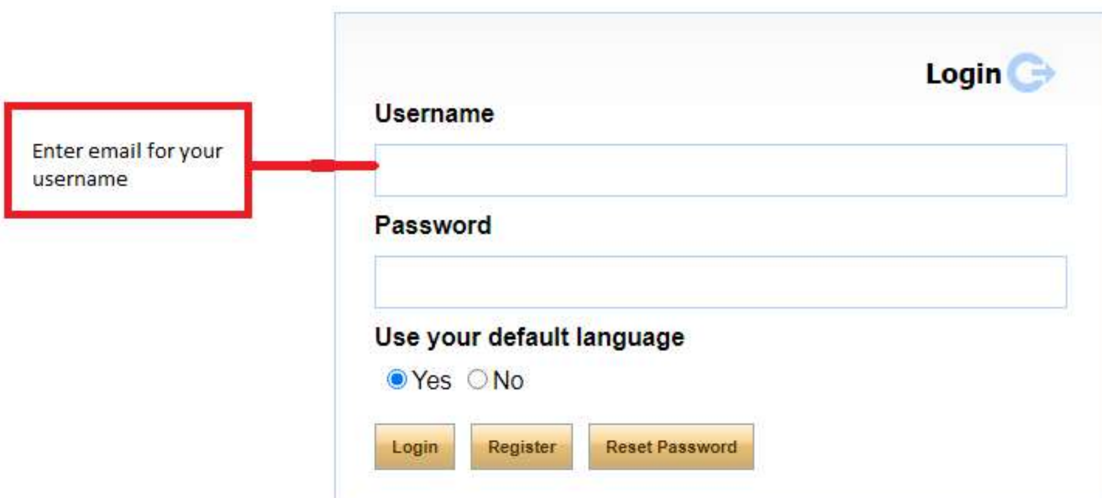
How to Apply for a Letter of Authorization to Conduct Research

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.



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”**

3. **Select "Application to Initiate a Project Record"**

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).

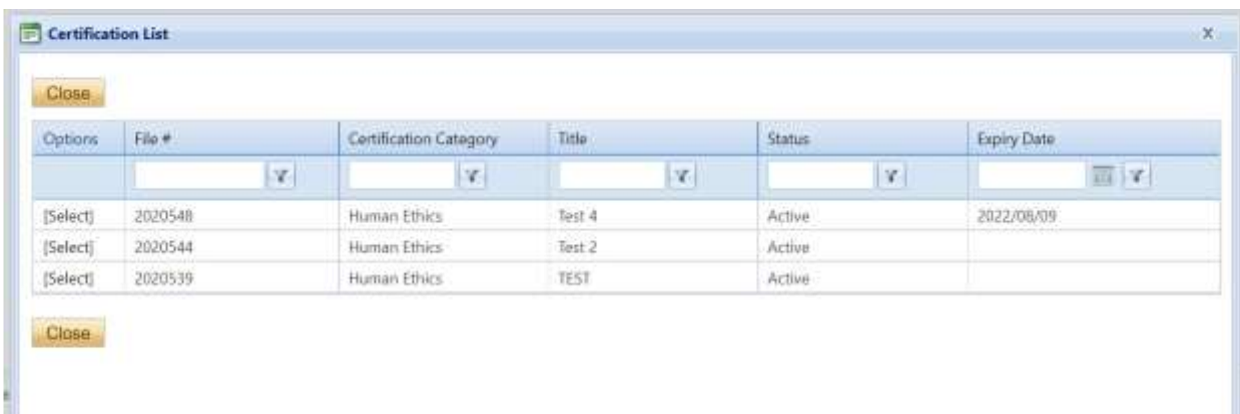
****Note that if you have already submitted an Application to Initiate a Project Record for this study, skip to step 9****

4. Complete the Project Info Tab

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

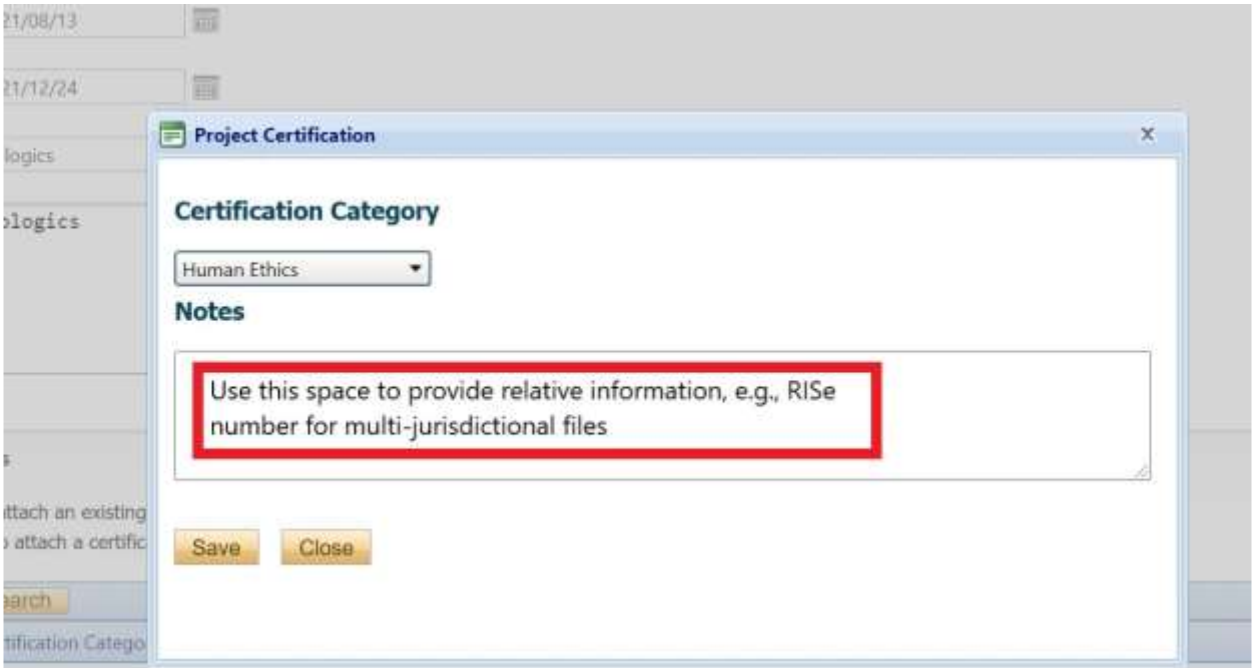
The Related Certifications section of this tab allows you to connect the operational and institutional approvals with the REB application in the ROMEO Research Portal.

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



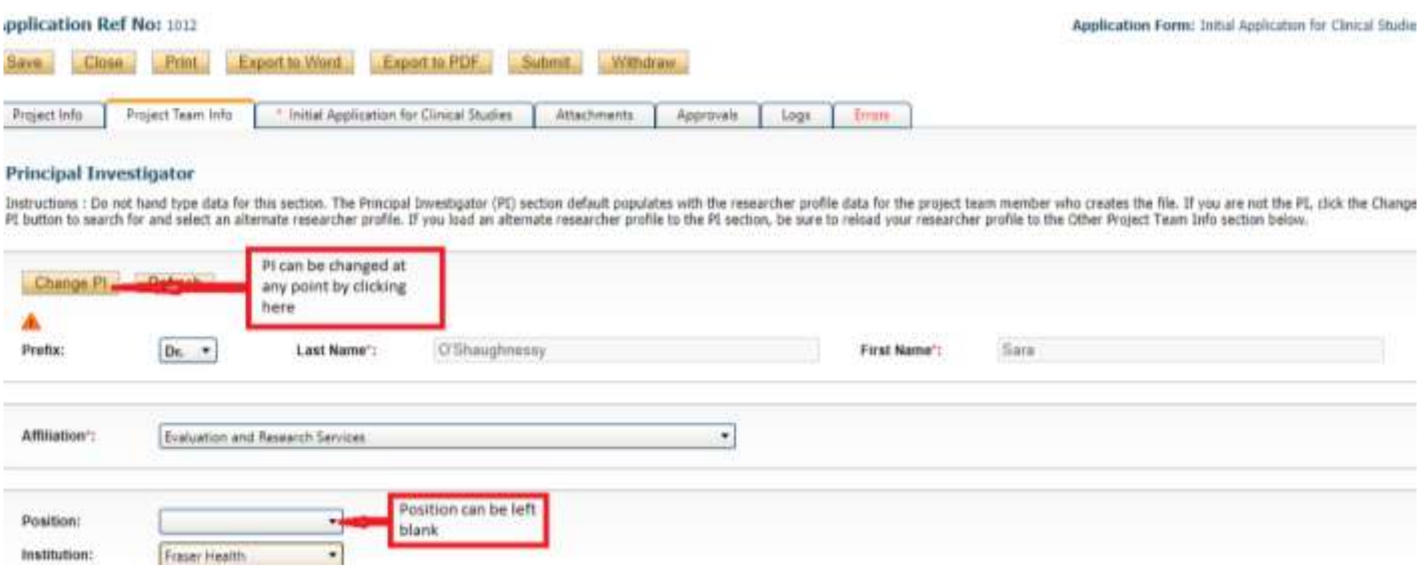
For studies that have not yet applied for REB review on ROMEO: Select "ADD NEW". This will generate an open text box in which you can indicate you have not yet submitted for REB review.

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.



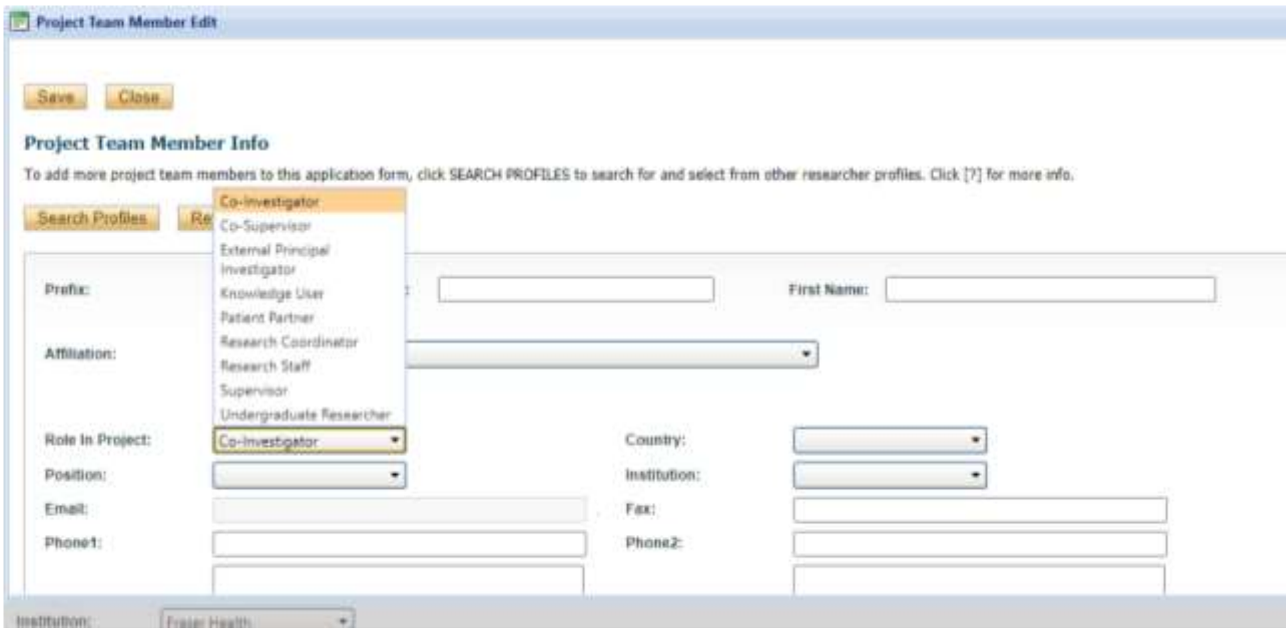
5. Complete the Project Team Member Tab

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. <u>Do not manually type in the PI's name</u>. 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.



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

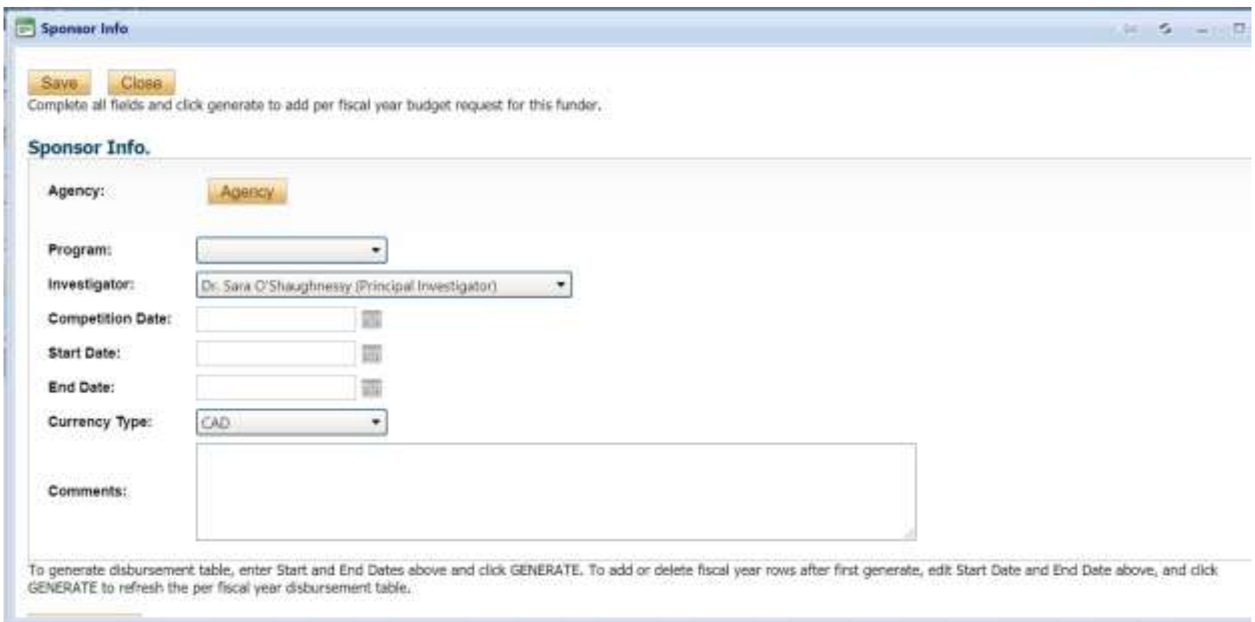
What Happens If I Can't Find My Team Members?

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

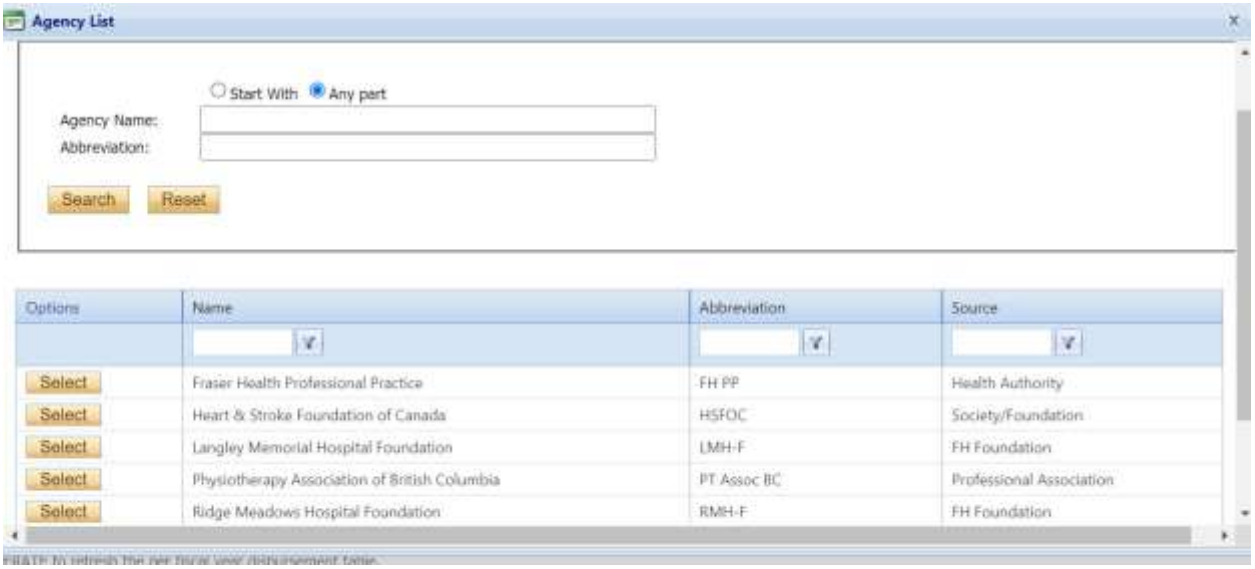
6. Project Sponsor Tab

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

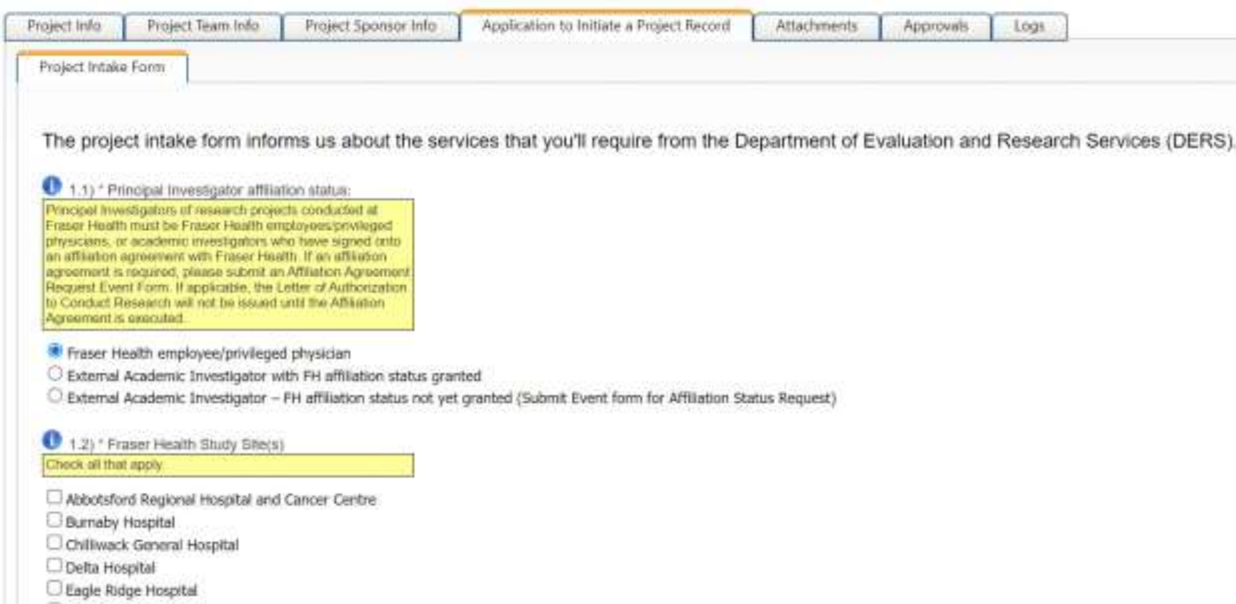
Use the "Add New" button to add sponsors/funders to the project record. Locate the sponsors/funders by selecting "Agency".



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.



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



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.

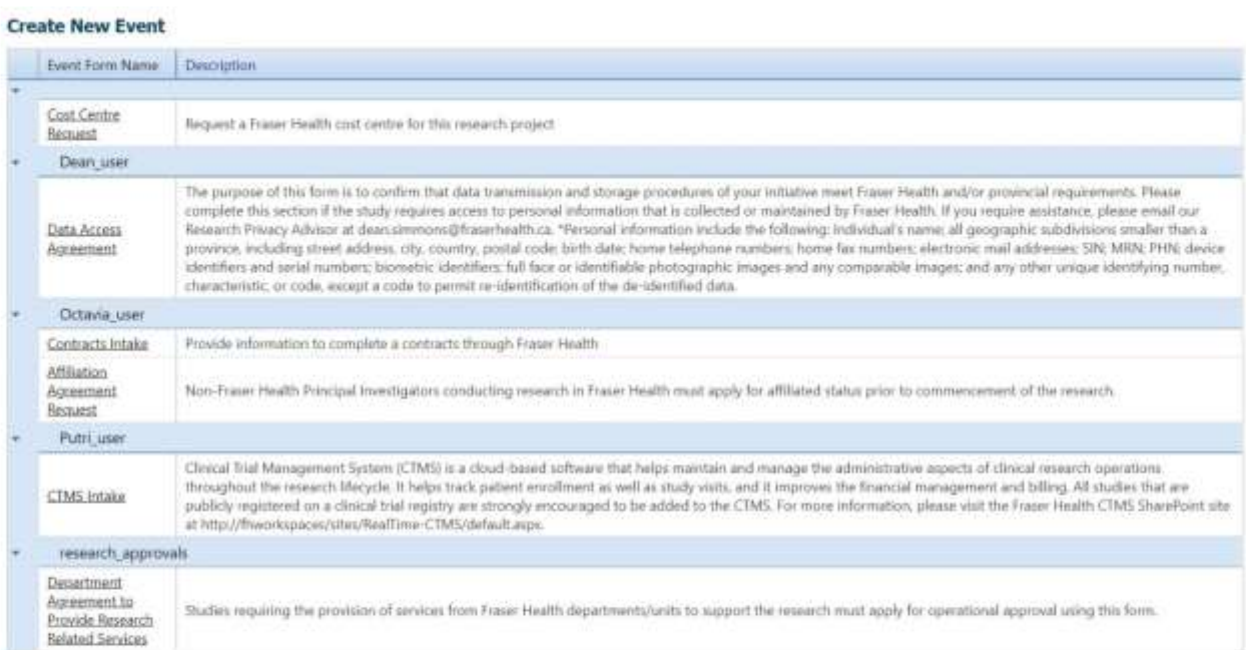
9. **Navigate to “Applications: Post-Review” from your home page**

10. **Locate the appropriate study from the list**.

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

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.



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.

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.

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.

15. Latest Workflow

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

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".