

QUICKSHEET - CENTRES

When creating a new project, the user is required to enter the project title, select the form type, and identify the centre from the drop-down menu. All three fields are mandatory.

The centre drop-down menu now contains a number of different options, including both single-institution options (like Hamilton Health Sciences) and options that combine different institutions (like “Hamilton Health Sciences & St. Joseph’s Healthcare Hamilton”).

The screenshot shows a 'Create Project' form with the following fields:

- Project Title*** (Max 200 characters): A text input field with the placeholder 'Please enter a title'.
- Form***: A dropdown menu with the placeholder 'Please select...'.
- Centre***: A dropdown menu with the placeholder 'Please select...' and a list of options:

- Please select...
- Hamilton Health Sciences
- St. Joseph's Healthcare Hamilton
- McMaster University
- Hamilton Health Sciences & St. Joseph's Healthcare Hamilton
- Hamilton Health Sciences & McMaster University
- Hamilton Health Sciences & Niagara Health
- Hamilton Health Sciences & St. Joseph's Healthcare Hamilton & McMaster University
- Hamilton Health Sciences & St. Joseph's Healthcare Hamilton & Niagara Health
- Hamilton Health Sciences & St. Joseph's Healthcare Hamilton & McMaster University & Niagara Health
- St. Joseph's Healthcare Hamilton & McMaster University
- St. Joseph's Healthcare Hamilton & Niagara Health
- Niagara Health & McMaster University
- Niagara Health (NH)
- St. Joseph's Healthcare Hamilton & McMaster University & Niagara Health
- Hamilton Health Sciences & McMaster University & Niagara Health

Buttons for 'Create' and 'Close' are visible at the bottom right of the form.

Selecting a Centre

Users should pick the option that corresponds with the institution(s) where the research is being conducted/under whose auspices the research is conducted and for which they are seeking ethics approval. For example, if the study is led by McMaster University but involves recruitment at St. Joseph’s Healthcare Hamilton and the LPI is affiliated with both institutions, the user should pick “McMaster University & St. Joseph’s Healthcare Hamilton”.

For General Research Applications for example, typically the centres selected here should mirror the HHS/ SJHH/ McMaster/ Niagara options selected in section 3.1 of the application.

For Tissue Applications, the centres selected should mirror the HHS/ SJHH/ McMaster/ Niagara options selected in question 4.4 and additionally include the location(s) where the analysis will be done and the location(s) from which any medical information is being accessed.

For Prospective Database applications, the centres selected should mirror the HHS/ SJHH/ McMaster/ Niagara options selected in question 4.1. If HHS/ SJHH/ McMaster/ Niagara are involved by virtue of the location of the database, storage of paper records (i.e., as indicated in question 7.3) or involvement in the analysis, they should also be included when selecting the centre.

For Retrospective Applications, the centres selected should mirror the HHS/ SJHH/ McMaster/ Niagara options selected in question 4.1 and additionally include the HHS/ SJHH/ McMaster/ Niagara location(s) where the analysis will be done if different.

Changing a Centre

Before the main application is submitted to HiREB, and if it is sent back for revisions during the review process, the centre can be changed by navigating to the “centre” tab and selecting “Change Centre”.

The screenshot shows the HiREB application interface. At the top, there is a 'Project Tree' dropdown menu with 'Test Project 2' and 'General Research Application' options. Below this is a table with the following data:

Action Required	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	Sep-09-2021 15:55

Below the table is a navigation bar with tabs: Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, Centre, and History. The 'Centre' tab is highlighted with a red box. Below the navigation bar, there is a 'Centre' section with a 'Change Centre' button highlighted with a red box. Below this is a table with the following data:

Centre Name	Status	Expiry Date
Hamilton Health Sciences & McMaster University	None	

HiREB can also revise the centre, and may do so based on the responses in the application form in line with the ‘selecting a centre’ guidelines, or if an additional research site is added with an amendment, for example.

The research team cannot change a centre once the main application has been approved. If you think the centre is incorrect for your study, please contact our Helpdesk for assistance.

Questions?

Should you have any questions or require further assistance, please contact Mirela Lukac, the eREB Helpdesk Administrator: 905 521-2100, ext. 70014 or eREBhelpdesk@hhsc.ca.