

Obtaining Hospital Approval for Research Projects

Hospital approval is required on all research projects in order to track the impact the projects have on the operations of the various Hospitals departments. Impact is defined as any procedure or research protocol which uses Hospital resources above those normally required for practice and care. This may include, but is not limited to, extra tests or procedures, preparation and dispensing of special medications used in drug trials, additional nursing time, educational preparation or other ancillary costs covered by the Hospitals. The Hospitals will not normally absorb research costs associated with projects. Extra costs must be clearly indicated and researchers are advised to seek early consultation with the appropriate departments/or programs to ensure that a feasible proposal is prepared.

In order to obtain Hospital approval, researchers or their research personnel are required to complete the Queen's University Office of Research Services' Data Summary and Signature Sheet (DSS) (<https://eservices.queensu.ca/apps/dss/>) and within the DSS application indicate which Hospital department(s) their project will be impacting. All required signatures are completed electronically by the researcher, operational directors of the Hospital departments, department head/dean, and the Office of Research Services. For Hospital staff who are not Queen's employees, researchers can sponsor their staff to obtain a personalized username (NETID) and password in order to allow them the opportunity to create the DSS applications for the researcher: please contact your Departmental IT Representative for further details (<http://www.queensu.ca/its/itadmin/itadmin-list.html>).

If researchers or their research personnel can not obtain a Queen's University personalized NETID and password in order to complete an electronic DSS application, please contact the Office of Health Sciences Research at (613) 549-6666, ext 3344. A paper copy of the KGH/HDH/PC Research Application Form will be given to you. This form can also be downloaded from our website.

If you have any questions or uncertainties regarding this process or which applications to complete, please contact Mary Pope at (613) 549-6666, ext 3344 or popem@kgh.kari.net or Veronica Harris-McAllister at (613) 549-6666, ext 3653 or harrismv@kgh.kari.net within the KGH Office of Health Sciences Research.