

BCWH Program Utilization Form Guidance Notes

What approvals are required before I start my study?

Before contacting participants for your research, you must have Institutional Approval. To obtain Institutional Approval, you need:

Children's & Women's (C&W) UBC
Research Ethics Board (REB)
Certificate of Approval

Program Approval through
the Program Utilization (PU)
form

How do I obtain Institutional Approval?

ETHICS

- Engage program leadership to ensure your study is logistically possible in the program/clinic
- Submit application to the [UBC C&W Research Ethics Board](#). If you have ethics approval from another UBC Ethics Board, proceed to the next step

PU FORM

- Complete Program Utilization form: [BCWH Program Utilization Form](#)
- One form must be submitted for each program or clinic that your project impacts upon

PROGRAM APPROVAL

Acute: Maternal Newborn Programs

- Submit completed form and supporting documentation to Jesse Veenstra (jesse.veenstra@bccdc.ca) who will assist with obtaining all necessary signatures.

Acute: Neonatal Programs

- Step 1: Contact Lindsay Richter (lindsay.richter@cw.bc.ca) prior to submission of the PU Form to schedule a presentation at the NICU Research and Quality rounds.
- Step 2: Submit the completed form and supporting documentation to Lindsay who will assist with obtaining all necessary signatures.

Ambulatory Programs (including Provincial Medical Genetics Program)

- Submit completed form and supporting documentation to the appropriate Program Manager as identified in the [Signatories List](#)

FINAL APPROVAL

- Send a copy of your signed PU Form to the [UBC C&W REB](#) (be sure to include your H number in the subject line) so they can issue you an **Institutional Certificate of Approval**

Why is Program Approval important?

Program Approval confirms that program/clinic leadership has been able to determine the impact of a study in their program/clinic, while ensuring continued quality of care.

How do I engage Program Leadership?

- We suggest that you engage with the Program Leadership early on in your research planning process to discuss the research activities you would like to carry out within the program. Early engagement is helpful because the Program Leadership will advise you on what is logistically and financially possible. This will strengthen your study and also help you avoid having to make amendments to your ethics application later.
- If you are unsure who to contact within a program, reach out to the research contacts listed at the end of this document, and they will help connect you to Program Leadership.
- We encourage that you report your study findings back to each program once your study is complete. The programs/clinics are always very interested in the results of studies which they were a part of.

How long does Program Approval take?

Each Program/Clinic reviews these requests in a different manner, but generally Program Approval can take 6-8 weeks or longer.

Do I need funding?

The Program Leadership will determine if the services requested require recovery from the project budget to offset hospital operating costs. If so, investigators will be provided with an estimate of the cost of those services.

What if there are changes to my study?

After you receive Program approval, it is your responsibility to inform the Program/Research Contact about any changes to your study that may impact the program. If there are changes that are deemed to be significant, you will need to re-submit your PU Form for approval with the changes listed.

Similarly, if you are submitting your PU Form prior to receiving approval from the REB, you need to inform the Program/Research Contact if there are any provisos that result in changes to your study. If the changes are deemed to significantly impact the program, you will need to re-submit your PU Form for approval.

Who do I contact if I have questions?

If you have any questions, feel free to connect with any of the Research Contacts listed below:

- Acute: Maternal Newborn Program: **Jesse Veenstra**, jesse.veenstra@bccdc.ca EXT 4978
- Acute: Neonatal Programs: **Lindsay Richter**, lindsay.richter@cw.bc.ca EXT 7408
- Ambulatory Program, Maternity Ambulatory Program, and Provincial Medical Genetics Program: **Carola Muñoz**, carola.munoz@cw.bc.ca EXT 4956