



May 20, 2026

## Notice re: C&W Institutional Research Approvals

The new [Institutional Research Approvals Portal \(IRAP\)](#) is being launched today, and is the new electronic platform for the submission of all operational approvals to conduct research on the Oak Street campus. The goal of IRAP is to streamline the institutional research approval process at C&W into a single electronic platform.

### Requirements for C&W Institutional Approval

Investigators planning to conduct research at any program on the Children's and Women's (C&W) campus, utilizing C&W hospital resources, or C&W patient data are responsible for completing an application on [C&W's Institutional Research Approvals Portal \(IRAP\)](#).

Once all relevant program approvals have been obtained, along with Research Ethics approval, IRAP will generate a C&W Institutional Approval Certificate. **Onsite study activities, including recruitment and data collection may begin only after Institutional Approval has been granted.**

Furthermore, all studies conducted at the C&W campus must be conducted by a Principal Investigator (PI) who is either a C&W-employed health care professional or an Investigator who is a member of either the BC Children's Hospital Research Institute (BCCHR) or the Women's Health Research Institute (WHRI).

If the principal investigator named on the research ethics application is not affiliated with C&W or one of the Research Institutes, a C&W Site PI MUST be identified. In this case, the C&W site PI will be listed as the Principal Investigator on the IRAP application and subsequent Institutional Approval Certificate. They assume responsibility for submission of this request and all onsite activities.

Studies that will utilize PHSA hospital resources or patient data may also require a member of the study team to be a C&W-employed health care professional. Please ensure you name any Co-Investigators with C&W clinical appointments in your IRAP application.

### Launching IRAP

During this initial launch period, investigators who have already started the process of obtaining operational approvals may continue using existing processes (by submitting signed program and resource utilization forms to the research ethics board) **OR** they can complete an online submission via IRAP. C&W Institutional Approval Certificates generated in IRAP will be automatically forwarded to the University of British Columbia / Children's and Women's Health Centre of British Columbia Research Ethics Board (UBC C&W REB) for their records.

Beginning August 1, IRAP will become fully adopted and the C&W Research Ethics Board will redirect investigators to complete their institutional approval submission via IRAP.

As the portal rolls out, users should be aware that not all C&W programs have fully integrated approval workflows in IRAP yet. As such, some programs will continue to provide approval by way of signing a paper program utilization form. IRAP will clearly indicate which programs this applies to and study teams will be required to upload these completed and signed forms to IRAP.

Paper program and resource utilization forms therefore continue to be available for download as needed.

## Getting Started

IRAP represents a major enhancement to how we manage and streamline operational program approvals for research conducted at C&W. We are confident that it will improve communication between study teams and operational leaders and provide greater efficiency in research approvals and integration of research activities. We also recognize that this represents a significant change to existing processes. As with any new technology, unexpected issues may arise. During this period, we welcome community input to help identify and resolve any outstanding bugs or issues.

To share constructive feedback, please reach out to [crsadmin@bcchr.ca](mailto:crsadmin@bcchr.ca). We appreciate your partnership as we make this transition together.

Start your IRAP submission [here](#)