Guide to Requests for Program Approval (RPAs)

What are RPAs ?

An RPA serves as documentation that any HSN/HSNRI programs impacted by a research project are aware of the project and have agreed to provide support.

RPAs facilitate communication about the feasibility of the research, as well as cost recovery between the study team and impacted programs/departments.
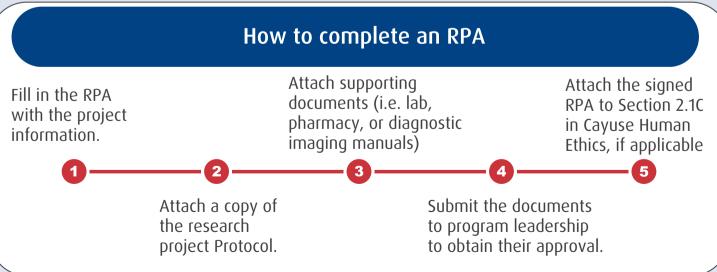
When are RPAs needed?

RPAs are needed any time a program is **impacted** by a research project. For each program impacted, submit a separate RPA. For projects impacting Health Records, please use the program-specific form.

Impact is defined as any procedure or research protocol which uses hospital resources above those normally required for practice and care.

The RPA must be signed by the person responsible for the program (i.e. Manager, Lead Administrative Director, or Executive Director).

Examples of impacts

- workspace access
- assessments/tests outside of the standard of care
- orientation to unit
- staff time/training to complete specialized assessments
- general administrative expenses
- staff time to attend interviews or focus groups

How to complete an RPA

1 Fill in the RPA with the project information.

2 Attach a copy of the research project Protocol.

3 Attach supporting documents (i.e. lab, pharmacy, or diagnostic imaging manuals)

4 Submit the documents to program leadership to obtain their approval.

5 Attach the signed RPA to Section 2.1C in Cayuse Human Ethics, if applicable

If you have any questions regarding RPAs, please contact the Research Ethics Office at reb@hsnsudbury.ca