



Department of Family Medicine Policy

Policy Name:	Request for Department Head or Delegate Signature for New Research
Application/ Scope:	Internal Members of the Department of Family Medicine, University of Manitoba
Section:	Office of Research & QI Department of Family Medicine
Policy Contact:	Director, Research & Quality Improvement (QI)
Approved (Date):	October 15, 2020
Review Date:	Two years following “Effective Date”
Revised (Date):	
Approved By:	Executive Management Committee, Department of Family Medicine

- 1.0 Purpose:** This policy will guide Department of Family Medicine (DFM) members to ensure consistent and timely processing of a request for DFM signature regarding a new research project.
- 2.0 Definitions:**
- 2.1 **Research Project:** For the purpose of this policy, a research project is defined as a scientific endeavor undertaken to answer a scholarly question or set of questions with the intent of contributing to generalizable knowledge.
- 2.2 **Quality Improvement (QI):** Focuses on implementing changes to clinical practice(s) that improve system/program/clinic performance and/or patient/provider experience and/or patient outcomes.
- 2.3 **Internal Members of the DFM:** may include, but are not limited to faculty, staff, preceptors, trainees of the Department of Family Medicine and/or faculty/students of the Physician Assistant Program at the University of Manitoba.
- 2.4 **External Members of the DFM:** may include, but are not limited to, research project investigator(s) and research project team members that are not internal members of the DFM as identified in 2.3.
- 2.5 **DFM Signature:** For the purposes of this policy, refers to the signature of the DFM Department Head or Delegate, which may include but is not limited to, the DFM Director, Research and Quality Improvement.

3.0 Policy Details:

3.1 Distinguishing between Research and QI can be challenging. The key difference between research and QI is that research is intended to create new knowledge that is generalizable to other populations and settings, while QI in health care uses existing knowledge to improve quality within a local health care context. See *Tri-Council Policy Statement 2 (TCPS2), Chapter 2, Article 2.5* governing research ethics in Canada to help distinguish research project(s) from QI work. Investigators are encouraged to contact the DFM Research Facilitator regarding further questions, guidance or uncertainty.

3.2 A research project undertaken by University of Manitoba affiliated faculty, staff or student(s) that investigates and/or collects data on human participants for research purposes must be approved by a University of Manitoba Research Ethics Board (REB) prior to implementation. QI activities do not require prior approval/review by the REB.

3.3 Any new research project submitted to the REB requires the appropriate Department Head or Delegate signature. Internal members of the DFM may request DFM signature on their REB submission via the DFM Office of Research and QI. See 5.0 for applicable process.

3.4 This policy is consistent with the TCPS2 (2018); the Manitoba Freedom of Information and Protection of Privacy Act (C.C.S.M. c. F175); the Personal Health Information Act of Manitoba (PHIA) and Personal Information Protection and Electronic Documents Act (PIPEDA) in regulation with Privacy Law and Governance in the Non Profit Sector; The Colleges Act; The Council on Post-Secondary Education Act; The Canadian Charter of Rights and Freedoms (1982); The Manitoba Human Rights Code; and related to the University of Manitoba's Governing Documents: Research.

4.0 Policy:

4.1 The Office of Research and QI shall process and document requests for DFM signature regarding a research project provided that:

- The request is made by, or on behalf of, an internal member of the DFM.
- The research project includes a member of the DFM as the principal, co-principal investigator or local principal investigator.

Requests by external members should be directed to their affiliated Department Head or delegate.

The review process is described in 5.0 Implementation Procedures.

4.2 Fulfillment of a request for DFM signature is contingent on the research project's value to the Department and consistency with DFM values and mission.

5.0 Implementation Procedures:

5.1 To request DFM signature for a research project, forward the following c/o the DFM Office of Research and QI, Office Assistant:

- a) Research project title
- b) Research Project study team
- c) Summary or lay abstract. Briefly describe the research project, indicating how it is consistent with the values of the DFM, University of Manitoba.
- d) Completed Research Ethics Board (REB) submission form, including pages requiring DFM signature, for the applicable research project.

5.2 All requests made directly to the DFM Department Head will be forwarded to the Office of Research and QI, Office Assistant.

6.0 Resources:

DFM Director of Research & QI [**These will all be links**]

DFM Office Assistant, Research & QI

DFM Research Facilitator

TCPS2 (2018): [Ethical Conduct for Research Involving Humans](#)

University of Manitoba, DFM, Office of Research & QI

University of Manitoba's Governing Documents: [Research](#)

University of Manitoba, Research Ethics: [Bannatyne Campus](#)

Related:

DFM Policy for Recruitment of Subjects for Research

[PHIA](#)