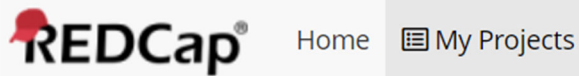


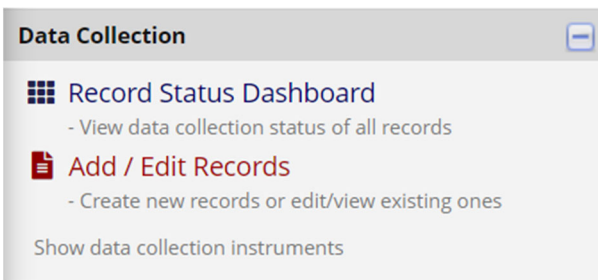
PROJECT LAUNCH: Scientific Review Instructions

- Landing page (if additional information is required) can be found here: <https://www.womensresearch.ca/launching-a-study-or-project/>
- For access to REDCap and Project Launch (“the project”), please contact redcap@wchospital.ca for access to an external REDCap account and/or to re-activate your account.

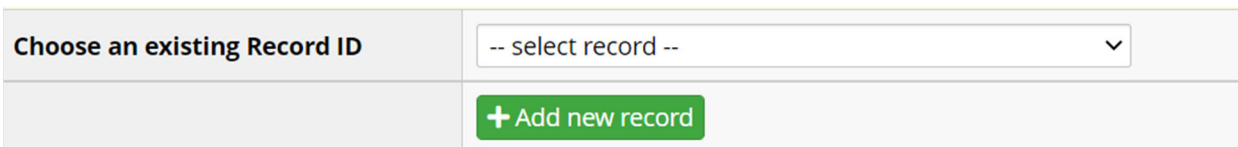
1. Go to MY PROJECTS



If you have access, you will see the “*Project Launch*” in the Project List; contact redcap@wchospital.ca if it is not there. Click on the project name and then click on Add/Edit Records (on left-hand panel):

The image shows a sidebar menu titled "Data Collection" with a minus sign icon in the top right corner. It contains three main items: "Record Status Dashboard" with a grid icon and the subtext "- View data collection status of all records"; "Add / Edit Records" with a document icon and the subtext "- Create new records or edit/view existing ones"; and "Show data collection instruments" at the bottom.

2. Click on ADD NEW RECORD

The image shows a form for adding a new record. It has a label "Choose an existing Record ID" on the left. To its right is a dropdown menu with the text "-- select record --" and a downward arrow. Below these elements is a green button with a white plus sign and the text "+ Add new record".

3. Click on the grey bubble beside the “Step 2: Reviews and Approvals Central Form” option

Data Collection Instrument	Status
Step 2 Reviews And Approvals Central Form	<input type="radio"/>

PROJECT LAUNCH: Scientific Review Instructions

4. Fill in the form including the **PROTOCOL UPLOAD**.

Project Launch (PID 411)

Actions: [Download PDF of Instrument\(s\)](#) [Share Instrument in the Library](#) [Video: Basic data entry](#)

Step 2 Reviews And Approvals Central Form

Assign record to a Data Access Group? --select a group--

Adding new Record ID 29.

Record ID: 29

Project Launch Instructions

File Version: V3 04Jan2023

Attachments: [Instructions Project Launch v3.docx](#) (234.1 KB)

Your last name

Your first name

Your WCH email

WCH PI / Study Lead Name (first name last name)

PI / Study Lead WCH Email

Study / Project Acronym

Study / Project Title

Upload protocol / proposal (please ensure that all relevant project/study documentation are included as a single file)

Note: A grant proposal does not qualify as a study/project protocol. A protocol is a document that describes the objectives, design, methodology, statistical considerations and aspects related to the organization of a study/project.

For QI/Program Evaluations/ Education Scholarship: While a formal "protocol" is not required, we ask that teams upload their APQIP proposal and ensure that it clearly outlines the project's background, rationale, intervention, measures, and analysis plan.

Part II: Service Providers' Impact

Please indicate the services that will be impacted by your study:

- Strategic Communications
- Pharmacy
- Medical Imaging
- Laboratory Services
- Not applicable

Part III (A): Scientific Review

Select the most appropriate options:

- Full Scientific Review is Required
- Waiver of Scientific Review is Applicable

An "incomplete" status (RED) will be the default to show the form has been started but additional information is required to complete the submission. NOTE: NO notifications will be sent when this status is selected.

An "unverified" status (ORANGE) will be selected for instances where preliminary information is entered but further discussions are needed. NOTE: NO notifications will be sent when this status is selected.

A "completed" status (GREEN) will be selected by the user once the form is completely finalized and all information has been entered. NOTE: Currently, NO notifications will be sent when this status is selected.

Please complete each of the appropriate fields

You can upload the protocol here

For Scientific Review, please select the most appropriate options. If a waiver is selected, you will have the option to identify the reason for waiver.

5. **If a waiver of scientific review is required**, please select from the following options (see image below). Note that an explanation is required if "Other" is selected (prior discussion with the REB is recommended). Based on the selection, you may be required to upload addition documentation to demonstrate proof of waiver.

Part III (A): Scientific Review

Select the most appropriate options:

- Full Scientific Review is Required
- Waiver of Scientific Review is Applicable

Please select the most appropriate reason for this waiver of scientific review:

- External Scientific Review was completed by REB approved granting agency
- Health Canada No Objection Letter (NOL) or Investigational Testing Authorization (ITA) Letter was issued
- Retrospective Studies
- Education / Program Evaluation
- QI Project
- Other

PROJECT LAUNCH: Scientific Review Instructions

6. **If scientific review is required**, please select the “Full Scientific Review is Required” button. Note: this will enable the “Scientific Review Form” to be available in the next window under “Data Collection Instrument”.

Part III (A): Scientific Review

Select the most appropriate options:

* must provide value

Full Scientific Review is Required

Waiver of Scientific Review is Applicable

reset

7. Once ready, please click ‘**COMPLETE**’ in the Form Status drop down and ‘**SAVE & EXIT FORM**’.

8. Select Step 2 (Part A): Scientific Review by clicking on the grey button.

Data Collection Instrument	Status
Step 2 Reviews And Approvals Central Form	<input checked="" type="radio"/>
Step 2 (Part A): Scientific Review	<input type="radio"/>
Step 2 (Part II): Medical Imaging Impact Analysis Form	<input type="radio"/>
Step 2 (Part II): Laboratory Services Impact Analysis Form	<input type="radio"/>
Step 2 (Part II): Strategic Communications Impact Analysis Form	<input type="radio"/>
Step 2 (Part II): Pharmacy Impact Analysis Form	<input type="radio"/>

9. Please include the information for **both** Reviewers #1 AND #2 in the request form and ensure that the reviewers meet the requirements. **Please ensure that each email address is correct.**

Step 2 (Part A): Scientific Review

Data Access Group: [No Assignment]

Editing existing Record ID 30. test - test.12345

Record ID 30

For the purposes of a WCH Scientific Review, you **must provide** two different reviewers in order to proceed to the next step.

- The **two** selected reviewers should fulfill one of the following requirements:
 - Relevant research background *OR*
 - Appropriate clinical experience
- AND** Independent of study team & research area, without any conflict of interest (i.e., *Reviewers cannot be a member of the same research group / lab*)

Reviewer #1

First Name

Last Name

Institution

Institutional Email Address

The email you provided is _____. Please verify this is correct as any typos will result in the email not being sent.

Reviewer #2

First Name

Last Name

Institution

Institutional Email Address

The email you provided is _____. Please verify this is correct as any typos will result in the email not being sent.

PROJECT LAUNCH: Scientific Review Instructions

10. Once all information has been verified, please click **'COMPLETE'** in the Form Status drop down and **'SAVE & EXIT FORM'**. **NOTE: This will trigger an email notification (with a link) to be sent to BOTH reviewers for their scientific review. A copy of the protocol will be automatically included. Once their review is completed, REDCap will email a PDF copy of the feedback to the submitter.**

An **'incomplete'** status (RED) will be the default to show the user has started to enter their information but does not yet have all the required information. NOTE: NO notifications will be sent when this status is selected.

An **'unverified'** status (ORANGE) will be selected by the user for instances where additional information is required. NOTE: NO notifications will be sent when this status is selected.

A **'completed'** status (GREEN) will be selected by the user once both Reviewers have been confirmed and all information has been entered. Once this status is selected, a notification will be sent to the Reviewers with the link for the Feedback Survey.

Form Status

Complete?