Academics has developed an electronic tool to help teams successfully initiate projects and studies.

PI or Project Lead will require a WCH email address to proceed further beyond this tool.

Comprised of a series of survey questions specific to the team’s project or study concept.

Determines what resources a team needs to move forward and begin their study or project.

Once the form is completed an automatic checklist is generated outlining key contacts, links, resources, and other essential information to launch a project or study.

Information from the initiation form will never be collected or fed into other systems.

**PROCESS OVERVIEW FOR INITIATING A STUDY OR PROJECT AT WCH**

**Step 1: WCH Initiation Form**
- *Recommended*
  - Academics has developed an electronic tool to help teams successfully initiate projects and studies.
  - PI or Project Lead will require a WCH email address to proceed further beyond this tool.
  - Comprised of a series of survey questions specific to the team’s project or study concept.
  - Determines what resources a team needs to move forward and begin their study or project.
  - Once the form is completed an automatic checklist is generated outlining key contacts, links, resources, and other essential information to launch a project or study.
  - Information from the initiation form will never be collected or fed into other systems.

**Step 2: Reviews & Approvals**

- **Part I: Pre-Consultation / Initial Assessment**
  - UNDER DEVELOPMENT

- **Part II: Service Providers Impact**
  - AVAILABLE NOW

- **Part III A: Scientific Review**
  - AVAILABLE NOW

- **Part III B: Departmental Feasibility Review**
  - TESTING/ SOFT LAUNCH

**Step 3: Ethics & Contracts**

- **Part A: Scientific Review**
  - Part A: Conflict of Interest
  - Part B: Training Attestation
  - Part C: Privacy & Data Security Attestation

- **Medical Imaging Impact Analysis Form**
- **Lab Services Impact Analysis Form**
- **Pharmacy Impact Analysis Form**
- **Strategic Communications Impact Analysis Form**

**Part IV: Financial Review**
- UNDER DEVELOPMENT

**Step 4: Institutional Approval**

- **ETHICS: Submit Study/Project for review**
  - REB Approval
  - APQIP Approval

- **Contracts Office (if required)**
  - Complete the ECE

**Step 5:**

- **Part I, II and III can be completed concurrently.**
- **Only applicable sections will need to be completed.**
- **REDCap* access is required.**

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**Key Considerations:**
- **BUDGET** (if required) Templates are under development.
- **EPIC** (if required) Templates are available.
- **GRANTS** Complete the Research Activity Form (available under Forms’ - if required)
- **PROTOCOL/ PROPOSAL** (if required) Templates are available.

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Additional Considerations:
- **Space**
- **Procurement**
- **Cost Centre**
- **Hiring & Onboarding**

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* For REDCap access, please email REDCap@wchospital.ca

** Contact Rodica.Balaci@wchospital.ca