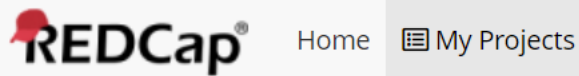


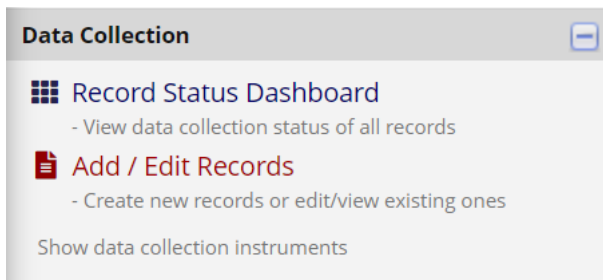
## PROJECT LAUNCH: Scientific Review Instructions

- 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](mailto: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](mailto:redcap@wchospital.ca) if it is not there. Click on the project name and then click on Add/Edit Records (on left-hand panel):



### 2. Click on ADD NEW RECORD

Choose an existing Record ID	-- select record --
	<input type="button" value="+ 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: 433

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
<input type="text"/>	<input type="text"/>

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 APQP 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 'incomplete' 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 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:

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







\* must provide value

reset

6. Once ready, please click '**COMPLETE**' in the Form Status drop down and '**SAVE & EXIT FORM**'.

## PROJECT LAUNCH: Scientific Review Instructions

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

Data Collection Instrument	Status
Step 2 Reviews And Approvals Central Form	
Step 2 (Part A): Scientific Review	
Step 2 (Part II): Medical Imaging Impact Analysis Form	
Step 2 (Part II): Laboratory Services Impact Analysis Form	
Step 2 (Part II): Strategic Communications Impact Analysis Form	
Step 2 (Part II): Pharmacy Impact Analysis Form	

8. 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	<input type="text"/>
Last Name	<input type="text"/>
Institution	<input type="text"/>
Institutional Email Address	<input type="text"/>

*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	<input type="text"/>
Last Name	<input type="text"/>
Institution	<input type="text"/>
Institutional Email Address	<input type="text"/>

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

9. 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?