



Nova Scotia EMS Research Steering Committee

Inter-Agency Committee Chaired by the Division of EMS,
Dalhousie University, Department of Emergency Medicine

Standard Operating Procedure

SOP #: 5	Title: Research Collaboration Agreements	
Approval Date: 2013 05 23	Review Date: 2017 12 04	Revision Date: 2015 12 04
Signature of SOP Sub-committee Chair: 		

DEFINITIONS

1. **COLLABORATOR:** The EHS system (EHS, EHS Operations Management and affiliates) is considered a research collaborator when a request is made of EHS to contribute data, access to patients, staff or other resources for the purposes of completing a study.
2. **RESEARCH COLLABORATION AGREEMENT:** A written agreement between EHS and/or EHS Operations Management and the PI (or designate) detailing the services required, volume required, the expected date of completion and reimbursement required for these services, as applicable.
3. **RESEARCH ETHICS LETTER OF SUPPORT:** A letter of support provided to the investigator for the purpose of submission to a research ethics board. The purpose of this letter is to demonstrate EHS, EHS Operations Management and the Dalhousie University Division of EMS agree to participate in the conduct of the study. Support from all three organizations must be confirmed in writing.

These research SOPs are adopted with permission from the NSHA Research Manual. Researchers are responsible to follow the policies and procedures of their research ethics board and research financial services departments. The most recent version of these SOPs may be found at: <http://emergency.medicine.dal.ca/DivEMS.cfm>



PURPOSE

For some studies, written collaborative agreements are necessary between the Principal Investigator and the organizations participating in or supporting the study. The purpose of these written agreements are to ensure clarity on the agreement to conduct the study, including any exchange of funds, commitment to resources, such as human, time, space or equipment.

PROCEDURE

1. For all studies in which EHS and EHS Operations Management are collaborators, a research agreement is to be written, agreed upon and signed by the Principal Investigator and signed by the appropriate signatories of the EMS RSC.
 - a. A letter of support for research ethics may suffice for this purpose.
 - b. If a REB letter of support is not sufficient (e.g., if a charge will be passed on to the investigator), a separate research agreement is required.
 - c. This letter will be approved and signed by the PI (or designate) and appropriate EHS/EHS Operations Management signatures prior to the initiation of the study.
2. The PI or appropriate designate will submit the study proposal for RSC review (SOP 2).
3. The RSC will determine if letter of support for research ethics will suffice, or if a specific research agreement is warranted.
 - a. EHS and EHS Operations Management representatives on the RSC will consult with their organizations as necessary on this decision.
4. If a separate research collaboration agreement is required, the following steps will be followed:
 - a. Once the research agreement is drafted, it will be forwarded to EHS and EHS Operations Management Senior Leadership for review and approval.
 - b. As required, legal consultation or consultation with NSHA research services may be obtained.
 - c. Once signed by EHS and EHS Operations Management, the agreement is sent to the PI for signature.
 - d. All parties retain a copy of the fully executed research agreement for their records.
 - e. Repeat steps a-d if amendments are required.

ABBREVIATIONS

1. PI: Principal Investigator
2. SOPs: Standard Operating Procedures
3. EHS: Emergency Health Services
4. RSC: EMS Research Steering Committee

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RELATED SOPs

1. SOP 2. EMS Research Steering Committee Composition and Review Process
2. SOP 3. Research Ethics Board Approval
3. SOP 4. EHS Data Request for the Purpose of Research

RELATED DOCUMENTS

1. EHS Request for EHS System Data Policy (Policy #2203.00).
2. EHS Confidentiality of Patient Information Policy (Policy #2200.00)
3. NSHA REB EHS Letter of Support. Retrieved from the ROMEO portal:

https://nshaiwk.researchservicesoffice.com/Romeo.Researcher/Login.aspx?ReturnUrl=%2ffromeo.R_eseacher%2fdefault.aspx

REFERENCES

- 2nd Edition of the Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans (TCPS 2, 2010)
- CDHA Research Manual, Policy and Procedure RS 01-003. Research Agreements December 2012.
http://policy.nshealth.ca/Site_Published/dha9/document_render.aspx?documentRender.IdType=6&documentRender.GenericField=&documentRender.Id=42938
- CDHA Research Manual, Policy and Procedure RS 01-005. Hospital Service Agreements August 2012.
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