

REQUEST FOR DEPARTMENT APPROVAL (RDA) – FEASIBILITY & ANALYTICS (to be filled by the researcher)			
<b>Project Title:</b>			
<b>Principal Investigator (PI):</b>			
<b>Research Assistant(s):</b>			
<b>Main Contact Phone #:</b>		<b>Main Contact E-mail:</b>	

HOW CAN ANALYTICS HELP MY RESEARCH PROJECT?
<p>The Analytics Team have access and familiarity with several databases that house SAH patient information, including a repository of SAH electronic health records, Canadian Institute of Health Information (CIHI) data, and MOSAIQ.</p> <p>Analytics can assist by providing:</p> <ul style="list-style-type: none"> <li>- information on what type of data is available</li> <li>- a list of patient record numbers that fit your study criteria (to refine your manual search)</li> <li>- extracting certain data from electronic medical records</li> </ul> <p>For more information, contact Analytics at <a href="mailto:analytics@sah.on.ca">analytics@sah.on.ca</a></p>

ANALYTICS DETAILS		
What is the time frame of your study?		
What is the population of interest? (provide ICD codes, if relevant)		
Include all inclusion criteria for the study (please be specific)		
Include all exclusion criteria for the study (please be specific)		
Do you require a sample size estimate? (for your grant application or REB application)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What are your study deadlines? Please Note: analytics will do their best to retrieve your requested information in a timely manner in their queue of other requests.		

Analytics Declaration	
Please note that the expected review time is 2-3 business days.	
As evidenced by my signature below, my program is aware of the research project being proposed and acknowledges that this program is supportive of the research and able to accommodate and support the project as set out herein	
Analytics Supervisor Name:	
Analytics Supervisor Signature:	
Date of Approval:	
<b>ATTN: Once signed, retain a copy of this document for your department records, scan an electronic copy to <a href="mailto:researchreview@sah.on.ca">researchreview@sah.on.ca</a> and return original to the principal investigator.</b>	
Why is a Request for Department Approval (RDA) necessary?	
To track the impact research projects have on hospital operations and to ensure the necessary supports are in place to conduct a research project, every program affected by the project must approve their part in your project. Impact is defined as any procedure or research protocol that uses hospital resources above those normally required for practice and care.	
When is the RDA signed?	
Prior to commencing work on a research project, researchers are required to interact with the appropriate site/department/unit/program leadership regarding the study requirements. An RDA is intended to facilitate communication about the feasibility of new research projects and cost recovery between the study team and affected hospital programs (i.e. Health Records Department).	
Instructions to Complete the RDA:	
<ol style="list-style-type: none"> <li>1. Populate the RDA form with your research project information.</li> <li>2. Submit the documents electronically to <a href="mailto:researchreview@sah.on.ca">researchreview@sah.on.ca</a></li> <li>3. Once reviewed and approved, the signed RDA will be emailed to you. Please keep a copy for your records. <ul style="list-style-type: none"> <li>• <a href="mailto:Researchreview@sah.on.ca">Researchreview@sah.on.ca</a> is available to help you complete the form.</li> </ul> </li> </ol>	
PRIVACY DETAILS	
You will be required to complete SAH's Research Data Sharing Agreement prior to attending the Joint GHC/SAH REB for approval. This Agreement must accompany your application.	
Once Joint GHC/SAH REB Approval has been received, and you need to access electronic health records for your research project, a separate research account may be required. It is the responsibility of the researcher to contact the SAH Privacy Office at 705-759-3434 ext. 6866 or <a href="mailto:febbrarol@sah.on.ca">febbrarol@sah.on.ca</a> to confirm if new login credentials are required for research purposes. Researchers must provide the Privacy Office with a copy of their Joint GHC/SAH REB Approval Letter prior to having access to charts or patient information for research purposes.	