

### Step 1: Customized Guide

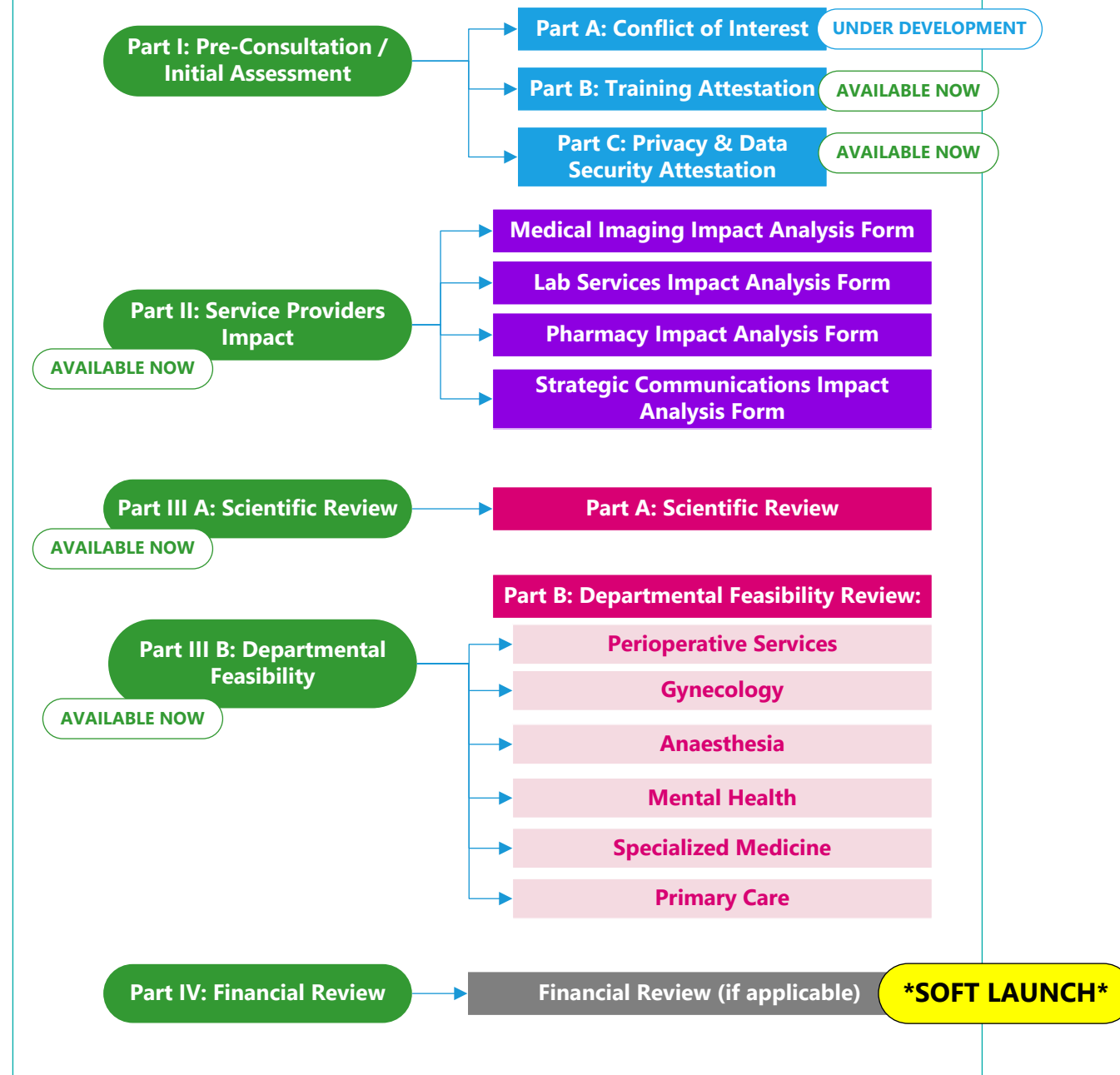
**\*Recommended**

- 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

**GET STARTED**

- The "CENTRAL FORM" in REDCap encompasses all parts of Step 2 including I, II, III, and IV.
- Parts I, II and III can be completed concurrently.
- Only applicable sections will need to be completed.**
- REDCap\* access is required.

### Step 2: Reviews & Approvals

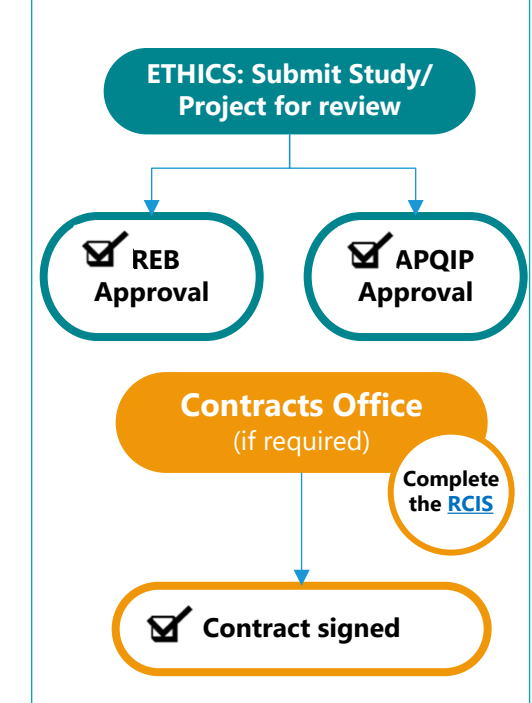


Once completed, the PI/Study Lead will be issued a **Pre-REB/APQIP Certificate**

**UNDER DEVELOPMENT**

\*Hosted outside of Project Launch.

### Step 3: Ethics & Contracts



**Key Considerations:**

REDCap\*

**BUDGET**

(if required)  
Templates are under development.

**EPIC\*\***

Access, recruitment, consent & other functionalities.

**GRANTS**

Complete the **Research Activity Form** (available under 'Forms' - if required)

**PROTOCOL/ PROPOSAL**

(if required)  
Templates are available.

(\*) For REDCap access, please email REDCap@wchospital.ca

(\*\*) Contact Rodica.Balaci@wchospital.ca

**Additional Considerations:**

Procurement

Cost Centre

Hiring & Onboarding

Space