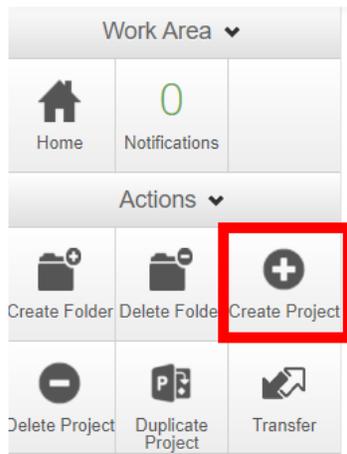


HIREB Process for General Research Application

Step 1: Go to the HIREB website – link here: <https://hireb.ca/>

- Go to the top right hand side and sign in to 
- If this is your first time – click 
- If you have registered before then login with your email address and password
- To start your application click on “Create Project” to your left as shown below:



- Then enter your Project title
- Then select under Main Form - select
 - Human Tissue Research Application
 - Prospective Database Research Application
 - Retrospective Review of Medical Charts & Health Data
 - **General Research Application**
- Then select the Centre where you will completing the Chart Review
 - Douglas Memorial Hospital
 - Greater Niagara General
 - Port Colborne General
 - St. Catharines Hospital
 - Welland Hospital
- Then click on create
- Then start filling the application as shown below for each section

Project Tree ▼

- Teaset
- General Research Application -

| Form Status | Review Reference | Date Modified |
|---------------|------------------|-------------------|
| Not Submitted | N/A | Jul-17-2019 16:12 |

Navigation Documents Signatures Collaborators Submissions Correspondence Centre History

General Research Application

| Section | Questions |
|---|--|
| General Research Application | |
| Filter | F.1 - F.4 |
| Section 1: General Information | 1.1 - 1.14 |
| Section 2: Investigator and Training Information | 2.1 - 2.7 |
| Section 3: Study Locations | 3.1 - 3.4 |
| Section 4: Description of Research | 4.1 - 4.8 |
| Section 5: Clinical Trial Information | 5.1 - 5.9 |
| Section 6: Methodology | 6.1 - 6.11 |
| Section 7: Study Interventions | 7.1 - 7.3 |
| Section 8: Safety and Monitoring | 8.1 - 8.6 |
| Section 9: Risks and Benefits | 9.1 - 9.6 |
| Section 10: Participants | 10.1 - 10.2 |
| Section 11: Recruitment | 11.1 - 11.3 |
| Section 12: Informed Consent Information | 12.1 - 12.11 |
| Section 13: Collection of Personal Information | 13.1 - 13.2 |
| Section 14: Storage and Protection of Information | 14.1 - 14.6 |
| Section 15: Transmission of Data | 15.1 - 15.5 |
| Section 16: Secondary Use of Data | 16.1 - 16.2 |
| Section 17: Funding Information | 17.1 - 17.5 |
| Section 18: Conflict of Interest | 18.1 |
| Section 19: Budget | 19.1 |
| Section 20: Supporting Documents | 20.1 - 20.6 |
| Section 21: Resource & Authorization Signatures | 21.1 - 21.2 21.3 - 21.5 21.6 - 21.7 21.8 |

- Once the application is complete and if you require a listing of chart identifiers for this project or access to the patient's health records, please click on "Share" on the left hand side and add the emails as shown below and click submit.

Work Area ▼

- Home
- Notifications

Actions ▼

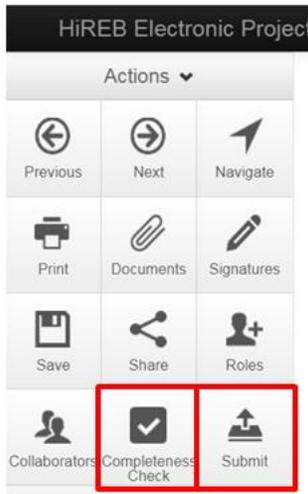
- Project
- Share
- Roles
- Completeness Check
- Submit
- Print
- Correspond

Deanna.Comfort@niagarahealth.on.ca

JaneE.Doan@niagarahealth.on.ca

- Deanna Comfort, Manager, Decision Support and Case Costing at Niagara Health, 905-378-4647 Ext. 44591** who will be able to assist you with this data extraction. There may be a charge for data extraction so please discuss your requirements to enable Health Information Services (HIM) to generate an estimate of workload. HIM will require your written consent to pay prior to commencing with the data extraction. If you have questions regarding the billing and consent process, you should discuss this as well.

- Once you have the chart identifiers and you require access to the patient’s health records through the Health Information Services (HIM) at Niagara Health please contact **Jane Doan, Director, Health Information Services (HIM) at Niagara Health, 905-378-4647 Ext. 44440.**
- Be sure to click on “Completeness Check” – this will show you if there are any deficiencies in the application, or if there are any areas that are incomplete. If the Completeness check reveals no deficiencies, click “Submit” to submit your application for approval.



To preview what the General Research Application will look like please see Appendix A on the next page (pages 4 – 20).