

### **MFHT Research Approval Process**

Any research involving or inviting participation by patients, clinicians or residents in the MFHT needs to be approved by managers of these sites (McMaster Family Practice, Stonechurch Family Health Centre, Maternity Centre of Hamilton), as well as by educational leadership. The approvals must be granted prior to when the Researchers submit a project application to the ethics board for review. The process for MFHT approval is as follows:

1. A *MFHT Request for Research* form must be completed for any research that requests the participation of MFHT patients, clinicians or residents. It is used as a tool to evaluate the relevance and feasibility of the research projects at the clinical site, and is approved by the Health Services Operations Committee
2. A *Research in Residency Requirements* form must be completed for any research requesting the participation of residents. It is approved by the Research Residency Committee
3. Both forms will be submitted to [Neha Arora](#), Clinic Research Coordinator, who will send to Clinical leadership, and Education leadership.
4. The Health Services Operations Committee, with representation from both committees, will meet to discuss the application(s). Meetings are held the on the 4<sup>th</sup> Thursday of each month, and on an ad-hoc basis in August
5. After the meeting, the primary correspondence contact, Principal Investigator, and Clinic Research Coordinator will be notified of the decision, or pending decision, by Clinic Research Operations Committee
6. Approved applicants must notify Neha Arora of any changes to the project and the project end date