



## Quick Reference: Incorporating the Research Connection Program into your study

### Important!

It is your responsibility to ensure compliance with the [Research Connection Program Policy](#)

### Quick Facts: Research Connection Program (or “the Program” in this document)

#### Eligibility for Contact

All CHEO patients will be automatically enrolled in the Research Connection Program after their first CHEO encounter from February 1, 2025 onwards, unless they choose to withdraw. Patients that are enrolled in the Program may be contacted through the Program.

#### Contact Lists

Contact with potential participants under the Program must be based solely on the “Eligible Research Participant List” generated by the Data Warehouse for the specific study. No other participant contact lists may be used for this purpose. Contact with potential participants identified via pre-screening activities, clinic lists, etc. is outside the scope of the Program, and initial contact must be made by a person within the individual’s circle of care.

### Quick Tips: REB Review & Submission

#### Protocol

Refer to the [CHEO REB minimal risk study protocol template](#) (section 5.1) for protocol requirements relating to use of the Program.

#### **New Study:**

- Describe in your protocol the relevant information regarding the use of the Program.
- Your protocol must be submitted with your initial application to the REB.

#### **Modifications to an approved/active study:**

- Revise your approved protocol to include the relevant information regarding the use of the Program.
- Submit your revised protocol via a Minor Modification event through ROMEO or Centre Amendment through CTO.
- A tracked and clean copy of your revised protocol, that is revised from the most recently approved version, is required.

#### Recruitment material

All teams using the Program must use the institutionally pre-approved contact templates available on the [Research Connection Program SharePoint](#).

- Institutionally pre-approved contact templates do not require REB approval.
- Study-specific recruitment scripts/templates that will be used in conjunction with the Program scripts/templates must be submitted for REB approval. A template for study-specific recruitment scripts/templates is available on the [CHEO REB templates page](#).

#### Privacy

Any deviations from the contact process defined in the Research Connection Program Policy will be considered a Privacy Breach and must be reported to the REB.