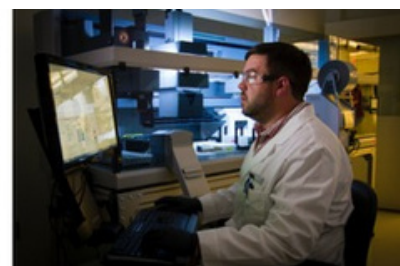
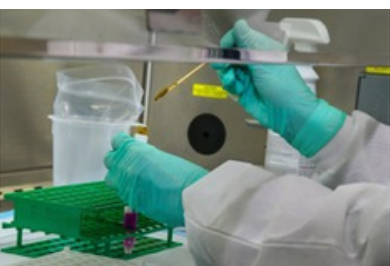


>>> NEWSLETTER <<<

NEWS FROM THE RRASU

Research and Regulatory Affairs Support Unit, CIUSSS-ODIM



NEW WEBSITE

>>> [COMTL-DAA1.COM](https://comtl-daa1.com)

After some unexpected delays, the RRASU's website is now online. The site is currently in a trial phase; some sections still need to be completed with the help of our partners, and we are currently working on adapting certain documents that will be available for download. The site will be translated to English once the French version is finalized. We invite you to visit the site and share your comments and suggestions by writing to recherche.comtl@gouv.qc.ca.

SPECIFIC INSTRUCTIONS <<<

Research teams are reminded to please provide participants with detailed and precise directions when they need to come on site. The address, building name, and room numbers should all be provided, as well as a phone number to contact the research team. Participants should never have to wander the halls asking for help. For projects taking place at the Douglas Institute, a [site map](#) can be shared.

PARTICIPANT ORIENTATION

»»» NAGANO SITE-SPECIFIC ASSESSEMENT (CONVENANCE) MODULE

The Nagano "Convenience" module is now operational. It allows evaluators to complete their assessments directly through Nagano and enables research teams to see both who is assessing their project and when the project has been approved. This information can be found under the "Status" tab of a project. It will not appear for projects that have already been submitted, but it will be available for all newly submitted projects.

REMINDER - CONTRACTS SUBMISSION

Initial submissions in Nagano should include draft versions of contracts. The REB will acknowledge receipt of contracts and will list them in the approval letter; however it should be noted that this does not mean that the contract is approved and signed by the institution. It is the researcher's responsibility to submit any contracts to agreements.comtl@ssss.gouv.qc.ca for approval.

»»» RESEARCH PROJECTS SUMMARIES

The research project submission form (F11) requires that you write a summary. Since the summary is included in various reports shared with clinical teams who pay particular attention to the more methodological aspects, please ensure that it is carefully written. It is therefore recommended that the summary focus on the description of participants, study design, and timeline rather than on theoretical basis of the hypotheses or the presentation of expected results.

USE OF RESEARCH FUNDS PRIOR TO ETHICAL APPROVAL

According to the terms of use for research funds, a project may only begin once it has been approved by a Research Ethics Board (REB). However, it is possible to use a portion of these funds in advance for expenses that do not involve patients with the approval of your research center. A form compliant with FRQ requirements has been created for this purpose. Please contact your research center for more information.

2026 CALENDARS FOR THE EVALUATION COMMITTEES MEETINGS

The 2026 meeting schedules for the REB subcommittees (Mental Health & Neuroscience + Biomedical) and for the AIPRP Committee responsible for PIAs (EFVP in French) are now available. Please visit the Nagano footer and click on "more" in the documentation section.

RESEARCH ETHICS BOARD

Please find below the next project submission deadlines

Mental Health and Neuroscience subcommittee: November 24 and January 5

Biomedical subcommittee: Novembre 19 and December 24



CONTACT US

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