EXTERNAL PROJECTS

Timeline: Please prepare required documents as your schedule allows. Once submitted, please allow five (5) business days for final approval.

Links

01 START THE PROCESS

☐ Notify the Research Coordinator and Manager of your interest in conducting research at Waypoint. Request documentation and process-related support.

☐ Identify Site Principal Investigator(s) (Site-PI; if applicable).

- *Site PIs ensure the external PI and/or external project team follow(s) Waypoint policies and procedures.*

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02 PREPARE WRAF

☐ Complete the Waypoint Research Application Form (WRAF).

- *External collaboration - Waypoint PI time only:* Please complete sections A, B and C.
- *External project requiring Waypoint resources:* Please complete the full WRAF.

WRAF

03 SUBMIT FOR INTERNAL REVIEW

☐ Submit the completed WRAF to the Research Coordinator to initiate internal review.

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04 APPROVALS

The Research Coordinator will circulate the WRAF to the Research Manager, Director and VP for review*.

☐ Incorporate any feedback provided by Manager and/or Director.

☐ VP, Research provides final approval.

Review from WRI Leadership will occur within five (5) business days.

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... NEXT STEPS

Proceed to "Research Ethics Board Application" and being to prepare required documentation.

- *WRAF must be approved before an REB application can be submitted.*

REB PROCESS

SUPPORT AND RESOURCES

- Contact Research Coordinator and Manager for additional support with the WRAF or the application process.