

**USING THE NEW AHS INTEGRATED APPLICATION PROCESS**

V.1.1 2023-05-02

**USE THIS GUIDE FOR:**

**Applying to use AHS facilities or services**

**USE THIS GUIDE IF YOU ARE A:**

**PI or Coordinator on a study utilizing AHS facilities or resources**

**SUMMARY:**

The new AHS application module is now integrated directly within IRISS and replaces the previous sharepoint form.

The application is built on SmartForm logic and pulls information directly from the ethics application to guide study-specific questions.

**Key features include:**

- visibility into the current state of your application
- ability to save, edit, and continue the application at any point
- automatic data sync with REB and AHS records so information is always current
- communicate directly with the AHS team through IRISS

**Current State**

Active

Submission Date: 7-Dec-2021  
Initial effective: 25-May-2021  
Initial expiry: 25-May-2022  
Current effective: 12-Jan-2022  
Current expiry: 25-May-2022

View Study  
Printer Version  
View Differences  
View Lead Site Difference  
Create a Modification  
Request Closure  
Create a Reportable Event  
**AHS Resources & Facilities**

**INITIATE THE APPLICATION**

The AHS application process is triggered when you indicate you require access to AHS services or facilities **in your ethics application** (question 2.0 under Impact and Operational Approvals).

2.0 \* Indicate if the study team will utilize or access facilities, programs, resources, staff, students, specimens, patients or their records, at any of the sites affiliated with the following: (select all that apply)

Alberta Health Services (AHS)

The **AHS button will appear** in your main REB workspace sidebar menu as soon as you indicate AHS resources are required within the ethics application. This button will **initiate** the module.

Once initiated, a **tab for AHS** will appear in your home workspace. Use this **tab to access** your application again after it's been initiated.

History	Modifications	Renewals	<b>AHS.Resources.&amp;.Facilities</b>	Attachments	...
ID	Name				
REB18-1744_AHS1	AHSResource 1 for REB Certification #REB18-1744				

*When can I submit the application?*

**Industry Sponsored Clinical Trials and pSites:** when you submit the ethics application.

**All other application types:** once your ethics application has been approved.

**SAVE, EDIT, CONTINUE**

There are 4 sections to the application; Operational Approvals, Data Access, Department Information, and Support Documentation.

Once operational approvals has been filled out, the application is assigned an ID number and can **saved, closed, and continued** at a later date by under the AHS Resources & Facilities Tab.

1.1 Is the investigational product a biologic based drug or vaccine?

Yes  No [Clear](#)

1.2 Is this study collecting human clinical specimens (tissue, cells, blood, bodily fluids,

Yes  No [Clear](#)

**Current State**

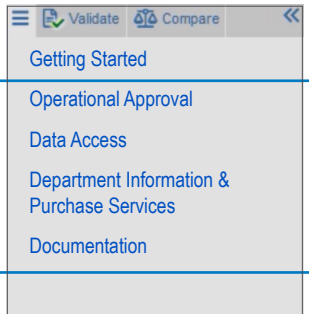
Open

**Edit AHS Module**

Print Version

**Activities**

Submit for AHS Review  
Email AHS  
Admin



## SECTIONS OF THE APPLICATION

**Operational Approval:** request access to physical spaces and data.

**Data Access:** request access to data including, reusing, extraction, direct access to AHS data bases, paper charts, or help to identify.

**Department Information & Purchase Services:** information pertaining to where, AHS staff support, and how long you need access to AHS facilities and services

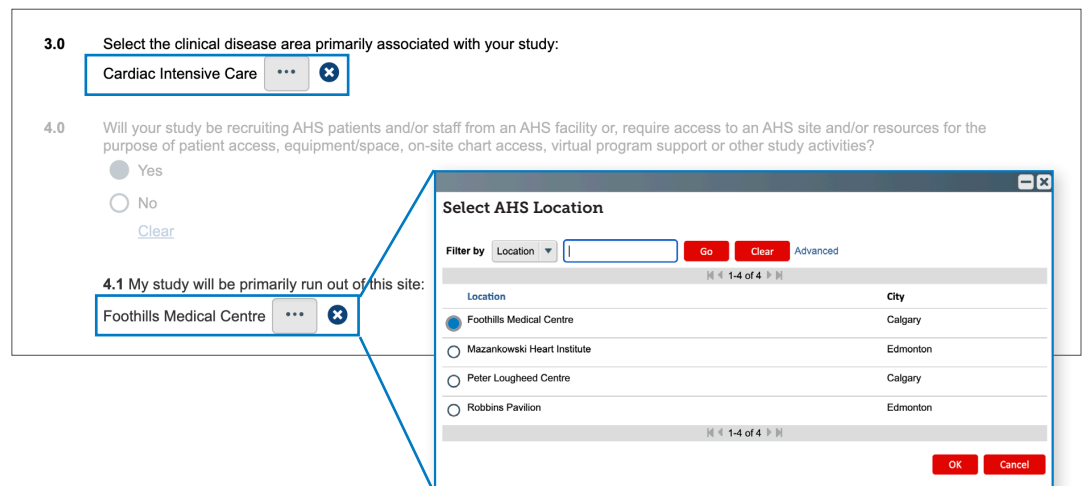
**Documentation:** supplementary documentation for AHS approvals NOT included in the ethics application.

## IMPORTANT TO KNOW

The application has been built using SmartForm logic and AHS databases to reduce user error and inform selections available.

**Drop-Down Options:** only options relevant to your site requirements may be available.

**Pre-Populated Responses:** some sections will pre-populate based on earlier responses including team members and study-specific information.



3.0 Select the clinical disease area primarily associated with your study:

Cardiac Intensive Care

4.0 Will your study be recruiting AHS patients and/or staff from an AHS facility or, require access to an AHS site and/or resources for the purpose of patient access, equipment/space, on-site chart access, virtual program support or other study activities?

Yes

No

[Clear](#)

4.1 My study will be primarily run out of this site:

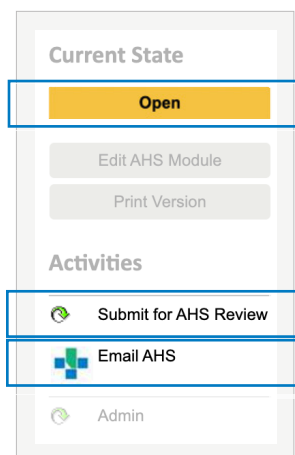
Foothills Medical Centre

**Select AHS Location**

Filter by: Location    Advanced

Location	City
<input checked="" type="radio"/> Foothills Medical Centre	Calgary
<input type="radio"/> Mazankowski Heart Institute	Edmonton
<input type="radio"/> Peter Lougheed Centre	Calgary
<input type="radio"/> Robbins Pavilion	Edmonton

eg. only sites available based on the indicated clinical disease are listed



## SUBMITTING YOUR APPLICATION

Once complete, you will receive email notification prompting you to submit the application.

Use the **SUBMIT FOR AHS REVIEW** button in the sidebar of the AHS Resources Tab workspace.

## CURRENT STATE VISIBILITY

Once submitted, the current state of review is visible in the application workspace sidebar menu.

## CONTACT AHS

If at any time you need to reach out to AHS, use the **EMAIL AHS** button.

All communication history will be listed in your AHS Resources & Facilities workspace.