

**TO:** VCHRI researchers, staff and trainees  
**FROM:** VCHRI Clinical Trials Administration  
**DATE:** May 15, 2025  
**SUBJECT:** Clarification on Research Data Sharing Agreement Submission Process

We are writing to provide clarity on the process for submitting a research data sharing agreement (DSA) or data transfer agreement (DTA) for institutional review. We understand that navigating submission pathways can be complex. To support you, VCHRI and Innovation UBC (formerly UBC UILO) have collaborated to define roles and responsibilities and provide the following.

**Data that is collected, used, shared or accessed**

- (1) **Sharing Unconsented Patient Data:** If your project involves sharing unconsented patient data (e.g. data stored within VCH clinical systems or clinic EMRs) with an external academic partner (e.g. data not collected under an REB-approved informed consent form), **VCHRI** is your primary point of contact.
- (2) **Secondary Use of Previously Collected Consented Research Data:** If your project involves the secondary use of previously collected research data at VCH/UBC under an REB-approved informed patient consent form that will be shared with an external academic partner for their use, **Innovation UBC** is your primary point of contact.
- (3) **Prospective Research Data Collection for Sharing:** If your project involves the collection of new research data through patient recruitment at VCH/UBC under an REB-approved informed patient consent form that will be shared with an external academic partner, **Innovation UBC** is your primary point of contact.
- (4) **Receipt of External Partner's Data:** If your project involves receiving data (prospective or previously collected) from an external academic partner for use in your REB-approved research study, **Innovation UBC** is your primary point of contact.
- (5) **Projects Involving Multiple Scenarios:** If your research includes a combination of the above scenarios, **VCHRI and Innovation UBC** will jointly review and advise on the appropriate point of contact.

The guidance above applies to non-industry research projects. For industry-sponsored studies, responsibilities may vary and either Innovation UBC or VCHRI may lead the review depending on the project's nature.

**New Pan-Canadian Data and Sample Transfer Agreement**

We are pleased to share that UBC and VCH have signed the national governing Data and Samples Sharing Agreement (gDSSA), developed by the National Contracts Working Group of the Accelerating Clinical Trials (ACT) Consortium.

The gDSSA, signed by over 50 Canadian research organizations, streamlines and accelerates data and sample transfer contracts between member organizations in Canada.

As part of our standard process, UBC and VCH will now check whether a Canadian research partner is a gDSSA signatory when processing data/sample sharing agreements. For more information, please visit: <https://act-aec.ca/new-pan-canadian-data-and-sample-transfer-agreement/>

### Submission Requirements for Research Data Sharing Agreements

	VCHRI	Innovation UBC
<b>What documentation must be submitted to initiate institutional review?</b>	1. <a href="#">VCHRI RPIF – Data Sharing</a> 2. Draft Research DSA or DTA (if applicable, may be provided by external academic partner)	Researchers can provide either 1. <a href="#">UBC Contract Request Form</a> and the Draft DSA or DTA of the external academic party if provided (for point 4 above). OR 2. Researchers can elect to use the automated online DTA information at this link <a href="#">Clinical Study Data Transfer Agreement   Innovation UBC</a>
<b>If funding will be provided by the external partner in connection with the transfer of data is there any additional documentation I need to submit?</b>	If funding received will be held in a VCH cost centre, VCHRI will provide you with the necessary forms for completion.  If funding received will be held in a UBC Account, the <a href="#">UBC RPIF</a> may also need to be completed.  Note: Depending on the source of funding, it may be a requirement to hold the funding in a UBC Account (e.g. Tri-Council funding).	If funding is provided for the collection and transfer of data that will be held in a UBC Account, the <a href="#">UBC RPIF</a> must be completed and the RPIF, project and funding/budget information sent to <a href="mailto:sponsoredresearch@innovation.ubc.ca">sponsoredresearch@innovation.ubc.ca</a> (the UBC Contract Request Form is not required).  Innovation UBC will review to determine what form of agreement will be required for the combined data collection/data sharing and receipt of funding.  If funding received will be held in a VCH cost centre, connect with VCHRI to receive the cost centre set-up forms.  Note: Depending on the source of funding, the agreement may be handled by the UBC Office of Research Services or by Innovation UBC.
<b>Where do I submit the required documentation?</b>	<a href="mailto:VCHRIContracts@vch.ca">VCHRIContracts@vch.ca</a> with cc to <a href="mailto:stephania.manusha@vch.ca">stephania.manusha@vch.ca</a>	<a href="mailto:sponsoredresearch@innovation.ubc.ca">sponsoredresearch@innovation.ubc.ca</a>

If you have any questions or are unsure where to direct your submission, please contact [VCHRIContracts@vch.ca](mailto:VCHRIContracts@vch.ca) (cc: [stephania.manusha@vch.ca](mailto:stephania.manusha@vch.ca)).