

UNFUNDED OR PARTIALLY FUNDED ORGANIZATIONAL-BASED PROJECTS

Timeline: Please prepare required documents as your schedule allows. Once submitted, please allow ten (10) business days for final approval.

Links

01

START THE PROCESS

- Contact the Research Coordinator and Manager to express interest in starting a research project, request documentation, and ask any process-related questions.

-

02

PREPARE BN & WRAF

- Prepare a Waypoint Briefing Note (BN).
- Complete the Waypoint Research Application Form (WRAF).

[BN](#)
[WRAF](#)

03

SUBMIT FOR INTERNAL REVIEW

- Submit the completed BN and WRAF to the Research Coordinator to initiate internal review.

-

04

WRI APPROVALS

The Research Coordinator will circulate the BN and 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.*

-

05

SLT APPROVALS

The Research Coordinator will submit the BN and WRAF to the Manager, Corporate Office, and Board Liaison by noon on the Wednesday before the desired Operational Senior Leadership Team (SLT) meeting*.

- Documents are submitted to SLT meeting.
- SLT provides final approval.

**Documents need to be submitted at least five (5) business days prior to the desired SLT meeting.*

-

...

NEXT STEPS

Proceed to "Research Ethics Board Application" and begin 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 support with the WRAF or the application process.