

CCRH Space Policy

The CCRH space:

CCRH benefits from two suites of space located in the basement of the PY Building on the Loyola Campus of Concordia University. The PY-05 suite comprises a research clinic, which is utilized for the purposes of answering research questions related to CCRH domains of study and Research Axes. The clinic space contains a reception area, three individual therapy rooms, a group therapy room, and an observation/control room. *The CCRH Research Clinic space is qualitatively different from other space at Concordia University in that it has been designed and configured specifically for the purposes of clinical research.* Typical laboratory space would not normally accommodate the needs of clinical researchers, thereby making the PY-05 suite relatively unique not only within Concordia University, but also within Canada. The PY-09 suite contains two multifunction supervision/testing rooms, and one conference/meeting room. In general, the clinic is reserved for use by CCRH Core and Associate Members and their trainees; whereas the PY-09 suite is prioritized for use by CCRH Core and Associate Members, but can also be used by members of the Concordia University Psychology Department, contingent on the priorities and guidelines listed below.

The CCRH Space Committee is comprised of the Director and at least two Core Members (chosen by consensus). The Space Committee provides access to CCRH space based on the criteria outlined below. To apply for access to CCRH Space, please send a copy of the HREC Approval Certificate, a brief (max. 250 words) description of the research protocol indicating the Tier (see below) to which the research activity corresponds, along with a projected timeframe, total number of participants, and the average length of an individual testing session to the Space Committee. If approved, you will receive information about the maximum number of testing hours per week available to you, a link to an online calendar, as well as instructions for booking testing sessions. The maximum number of testing hours per week allocated will be periodically adjusted by the CCRH Space Committee based on the total number of requests received for the indicated space. To avoid overlaps in the schedule, a buffer of at least 15 minutes must be inserted between any two bookings. Failure to vacate the space promptly could be associated with the loss of an ability to book the space in question.

Any CCRH Core or Associate Member who seeks funds to conduct research in the PY-05 or PY-09 suites is required to consult with the CCRH Space Committee in advance of preparing their budget to incorporate maintenance expenses in their application. Please consult the CCRH Finance Policy for more information. Letters of support from CCRH will be contingent upon this consultation.

CCRH Research Clinic (PY-05 suite):

Before any testing can begin in the CCRH Research Clinic, an application must be made to the CCRH Space Committee (see above). Space in the CCRH Research Clinic is reserved for Tier 1 and Tier 2 Research Activities only (see below). Studies incorporating Tier 1 Research Activities can book individual therapy rooms or the group therapy room at any time. Studies incorporating Tier 2 Research Activities can be booked up to 14 calendar days in advance in individual therapy rooms, or the group therapy

room. (Please note that the reception area and control room are shared spaces to be used to support research taking place in the clinic – they cannot be booked/reserved).

CCRH Multifunction Supervision/Testing/Meeting Space (PY-09 suite):

Space in the CCRH Multifunction area is open to all Tiers of Research Activities in priority sequence (see below), and the conference room is open to administrative bookings for CCRH and (see below) for other groups in the Department (see below).

- **Supervision/Testing Space:**

As with the Clinic space, applications must be made to the CCRH Space Committee (see above) to gain access to Supervision/Testing Space. Tier 1 and Tier 2 Research Activities may book either of these two rooms at any time. Tier 3 Research Activities can be booked in either of these two rooms up to 21 calendar days in advance. Tier 4 Research Activities can be booked in either of these two rooms up to 14 calendar days in advance.

- **Conference Room:**

Use of the conference room is prioritized differently from the testing rooms. Top priority is reserved for CCRH Executive Committee Meetings and for CCRH Space Committee Meetings. These can be scheduled at any time. The second priority is for any collaborative use by more than one CCRH Research Group. Meetings of this type can also be scheduled at any time. The third priority is for use by any single CCRH Research Group. Meetings of this type can be booked up to 30 calendar days in advance. The fourth priority is for meetings involving groups which are not affiliated with CCRH; these can be booked up to 14 calendar days in advance.

Research Tiers:

Tier 1 Research Activities:

Tier 1 Research Activities are those directly linked to the testing of participants recruited from 'vulnerable populations' or 'at-risk populations' for studies in which clinical services (e.g., assessment, therapy, prevention) are provided as a focal part of the research protocol.

Vulnerable populations are defined as consisting of individuals meeting the diagnostic criteria for mental health problems and/or individuals who currently struggle with an identifiable physical health problem. Examples of vulnerable populations include those with mood disorders (e.g., depression), anxiety or obsessive-compulsive disorders (e.g., social phobia, OCD), problems in physical health (e.g., obesity, diabetes), or other problems related to CCRH research domains (e.g., substance dependence, insomnia, personality disorders, etc.).

'At-risk populations' are defined as consisting of individuals who are at risk of developing future mental and/or physical health problems. They are typically not recruited from the undergraduate community, and often have at least one established risk factor (e.g., low SES, high stress, substance abuse, etc.).

Although a number of types of studies include elements of assessment, the requirement that clinical services (e.g., assessment, therapy) be a focal part of the research protocol implies that the study is one in which the clinical services themselves are either being evaluated in some way (e.g., in an RCT, case series, etc.), or in which they feature as primary dependent variables of study (e.g., the development

and validation of a new semi-structured interview to assess a particular problem). The clinical service(s) in question must be supervised by a licensed health care professional.

Tier 2 Research Activities:

Tier 2 Research Activities are those directly linked to the testing of participants recruited from either 'vulnerable populations' or 'at-risk populations' for studies in which clinical services are provided, albeit not necessarily as a focal part of the research protocol.

To qualify as a Tier 2 Research Activity, the research protocol must include some element of clinical service (e.g., treatment or assessment) provided with supervision from a licensed health care professional.

Tier 3 Research Activities:

Tier 3 Research Activities are those tied to CCRH research domains, but which employ either community or undergraduate participants who are not necessarily 'vulnerable' or 'at-risk'. They may include questionnaire, diary/monitoring, interview-based and/or experimental studies.

Tier 4 Research Activities:

Tier 4 Research Activities are those involving studies of domains outside CCRH areas of focus, but which require the testing of human participants.

Booking Costs:

CCRH Facilities, especially those located in our training clinic (see Space Policy) require ongoing maintenance and support. In general, it is expected that any applications for funding of research or other activities to take place in CCRH Space will incorporate financial support for the maintenance of CCRH's equipment and other facilities. As a guide, Primary and Co-Applicants should expect to incorporate a contribution in any grant application that funds activities to take place in CCRH Space. Below is an outline of the Space Booking Fees Policy:

- Researchers will be charged for the use of the clinic rooms between \$5 and \$15 / hour. The specific amount depends on the amount of funding the researcher has received for the study. If the average funding amount for the study is higher than \$100,000 per year (Canadian dollars), the user fee will be \$15/hour for each clinic room.
- If the average yearly amount of the obtained funding for the study is lower than \$100,000, the fee per hour will be adjusted pro-rata (i.e. amount of the grant for that year, divided by 10,000, plus 5 (capped at \$15). For example, someone with a grant of \$25,000/year will pay \$7.50 per hour in that year. Someone with a grant of \$125,000/year will pay \$15 per hour.
- The type of financial contribution can take up various forms, e.g. purchase/maintenance of certain infrastructure (e.g., hardware, software), salary support for administrator, etc. The specific form of the contribution to CCRH and the expected use of the space will be discussed with the executive committee prior to the start of the study and may be reconsidered / adjusted each year.

- Before the start of each project, the researcher will fill in the Space Request Form at least one month prior to the start of data-collection. Each space request will be reviewed by members of the executive committee and details of the space request such as, for example: cancellation policy, will be evaluated and discussed on a case-by-case basis, taking into account individual study factors such as the nature of the study and of the space request, as well as factors such as space demands by other researchers.