

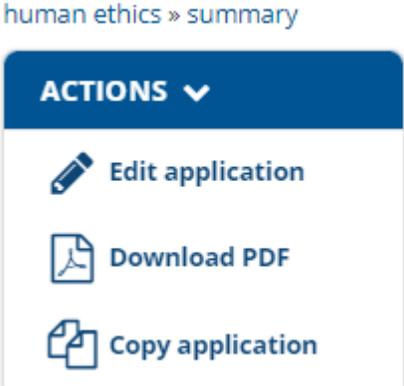
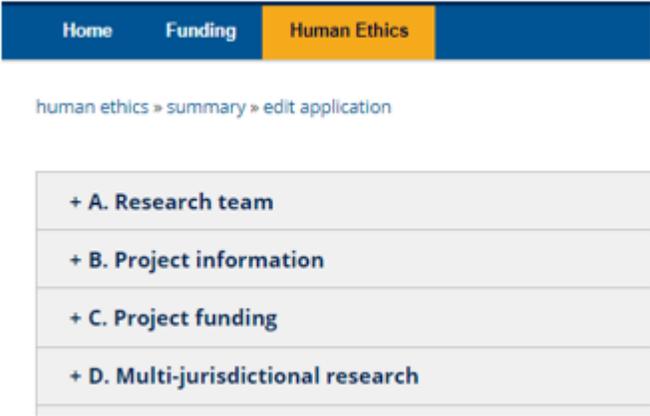
Add research team members to your application; grant specific application permissions

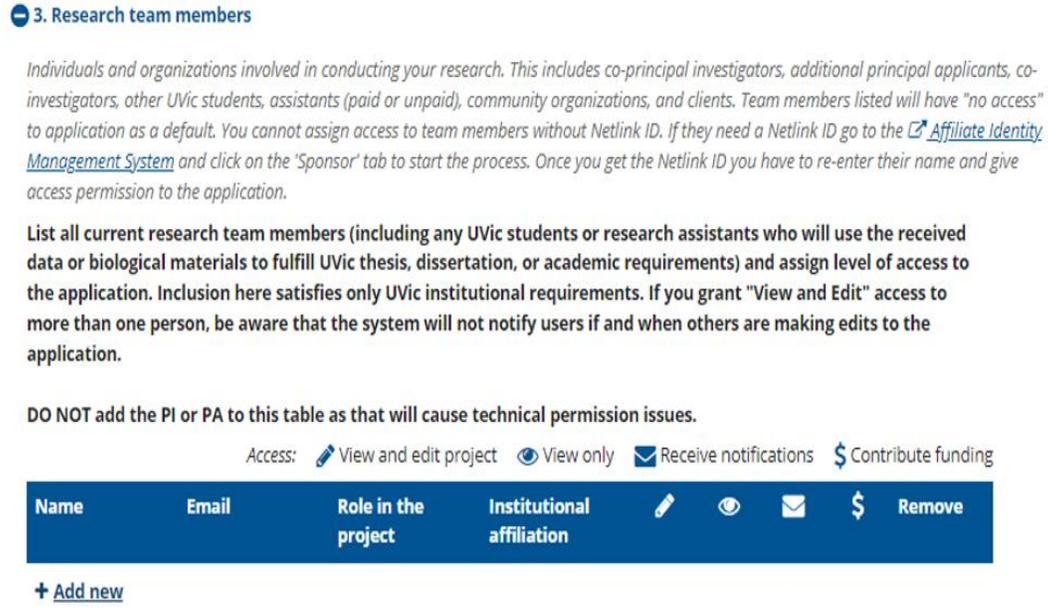
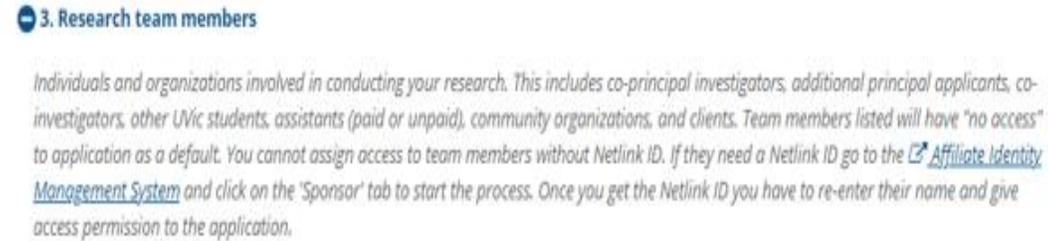
Key steps adding and managing research teams related to your ethics application, within the Research Administration Information System (RAIS).

As the Principal Investigator (and Principal Applicant) you can add team members with or without any permissions to the application.

Additional resources for users are available in [RAIS login and support page](#).

#	Instructions	Screenshot
	<p>Research team members include individuals and organizations involved in conducting your research such as co-principal investigators, additional principal applicants, co-investigators, other UVic students, research assistants, community organizations, and clients.</p> <p>Note: Only faculty members, adjunct professors or sessional instructors can act as Principal Investigators (PI). Student researchers, or post-doctoral fellows, are recognized as Principal Applicants (PA).</p> <p>VPN Requirements:</p> <p><i>If you are accessing RAIS off-campus connect to Virtual Private Network (VPN). Otherwise, you will be taken to a white screen with an error message.</i></p>	
1	<p>You can access UVic-RAIS through RAIS login & Support page.</p>	<div style="background-color: #f9a825; padding: 10px;"> <h2>How to access RAIS</h2> <ol style="list-style-type: none"> 1. Log in to RAIS using your NetLink ID and password. 2. Access from off-campus requires use of the UVic VPN. If your personal computer or laptop is not connected to the VPN, you'll get a white screen with no instructions. </div>

#	Instructions	Screenshot
2	From the project page, select Edit Application .	
3	<p>Expand Section A Research team, to identify your team.</p> <p>TIP: The Principal Investigator who started the application is auto-recognized in Section A.1.</p>	
3	<p>For faculty members supervising a student or post-doc on this particular research project, add the student's information under Section A.2 Principal Applicant.</p> <p>Note: Principal Applicant will be granted View and edit & Receive notifications permissions by default.</p> <p>If the project has more than one</p>	<p>2. Principal applicant (students & post-docs)</p> <p><i>For further information about the distinction between the Principal Investigator and Principal Applicant, please see the annotated guidelines. A Principal Applicant is an undergraduate student, graduate student or post-doctoral fellow who will be the lead researcher (for their thesis, dissertation, project, etc.) for this study. A Principal Applicant will be granted "View and edit" access by default, and will receive notifications related to the study. If the project has more than one Principal Applicant, the additional individuals should be listed under section A.3 Research Team Members.</i></p> <p>Does this application have a principal applicant (UVic student or post-doc conducting this research for their academic degree)?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>PA name</p> <input type="text" value="Start typing then select"/> <p>PA email</p> <input type="text"/> <p>PA department</p> <input type="text" value="Start typing to narrow the options..."/> <p>PA position</p> <input type="text" value="Select"/>

#	Instructions	Screenshot																		
	<p>Principal Investigator (other than you), list their information under Section A.3 Research team members.</p>																			
5	<p>All other research team members are listed under section A.3 Research team members.</p> <p>Select Add new.</p> <p>If there is more than one Principal Investigator and/or Principal Applicant, list them under Section A.3 Research team members.</p> <p>TIP: For additional information and helpful tips, click on the question mark.</p> 	 <p>3. Research team members</p> <p>Individuals and organizations involved in conducting your research. This includes co-principal investigators, additional principal applicants, co-investigators, other UVic students, assistants (paid or unpaid), community organizations, and clients. Team members listed will have "no access" to application as a default. You cannot assign access to team members without Netlink ID. If they need a Netlink ID go to the Affiliate Identity Management System and click on the 'Sponsor' tab to start the process. Once you get the Netlink ID you have to re-enter their name and give access permission to the application.</p> <p>List all current research team members (including any UVic students or research assistants who will use the received data or biological materials to fulfill UVic thesis, dissertation, or academic requirements) and assign level of access to the application. Inclusion here satisfies only UVic institutional requirements. If you grant "View and Edit" access to more than one person, be aware that the system will not notify users if and when others are making edits to the application.</p> <p>DO NOT add the PI or PA to this table as that will cause technical permission issues.</p> <p>Access: View and edit project View only Receive notifications Contribute funding</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email</th> <th>Role in the project</th> <th>Institutional affiliation</th> <th></th> <th></th> <th></th> <th></th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td colspan="9">+ Add new</td> </tr> </tbody> </table>	Name	Email	Role in the project	Institutional affiliation					Remove	+ Add new								
Name	Email	Role in the project	Institutional affiliation					Remove												
+ Add new																				
6	<p>Assign access to team members based on their role:</p> <ul style="list-style-type: none"> View and edit View only Receive notifications 	 <p>3. Research team members</p> <p>Individuals and organizations involved in conducting your research. This includes co-principal investigators, additional principal applicants, co-investigators, other UVic students, assistants (paid or unpaid), community organizations, and clients. Team members listed will have "no access" to application as a default. You cannot assign access to team members without Netlink ID. If they need a Netlink ID go to the Affiliate Identity Management System and click on the 'Sponsor' tab to start the process. Once you get the Netlink ID you have to re-enter their name and give access permission to the application.</p>																		

#	Instructions	Screenshot
	<p>Tip: By default, a Principal Applicant is granted view and edit access.</p> <p>Note: Only team members with View and edit access can edit the application.</p>	

Research team members with external affiliation to UVic, will require a Netlink ID to access RAIS. The following steps outline the process of obtaining affiliate access for the purposes of acquiring a Netlink ID.

TIP: If the **team members without a Netlink ID** decide not to obtain affiliate access, you can at any time share a PDF of the application form. **Download a PDF** of your application found under **Actions** either on the project page, or the application page .

7	<p>To obtain affiliate access and a Netlink ID, external team members must be sponsored by a UVIC faculty member.</p>	<p>SPONSOR * a UVic Faculty or Staff member</p> <p>Affiliate is sponsored by known UVic Sponsor for a fixed, renewable period of time</p> <p>AFFILIATE * a colleague of the Sponsor, who needs access to UVic online resources</p> <p>For more info: https://www.uvic.ca/systems/support/loginspasswords/affiliates/overview.php.</p>
8	<p>Affiliates must submit an online request for sponsorship.</p>	

#	Instructions	Screenshot
		 <p style="text-align: center;">Sponsorship Request Form * - required fields</p> <p>Sponsors, please ensure that affiliates fill out this form to:</p> <ul style="list-style-type: none"> ensure the accuracy of their data ensure their personal privacy <p>To further simplify the affiliate sign-up procedure, sponsors can also login to AIMS, and send their affiliate an invitation through email.</p> <p> First Name * <input type="text"/> Preferred First Name <input type="text"/> Last Name * <input type="text"/> Date of Birth * Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> Gender * <input type="text"/> Email Address * <input type="text"/> Mailing Address * <input type="text"/> </p> <p style="text-align: center;">https://apex.uvic.ca/gen/f?p=230:1:</p>
9	<p>Alternatively, sponsors can send an invitation to their affiliate through email, using the log-in indicated above.</p>	 <p style="text-align: center;">Sponsorship Request Form * - required fields</p> <p>Sponsors, please ensure that affiliates fill out this form to:</p> <ul style="list-style-type: none"> ensure the accuracy of their data ensure their personal privacy <p>To further simplify the affiliate sign-up procedure, sponsors can also login to AIMS, and send their affiliate an invitation through email.</p>
10	<p>The sponsor will be invited to approve the submitted request.</p> <p>TIP: Affiliate access may take up to 48 hours to process.</p> <p>Note: Affiliate access is time-limited. Renewal</p>	<p>Subject: UVic Affiliate Sponsorship Requested</p> <p>This is an automated message from the UVic Affiliate Identity Management System http://apex.uvic.ca/gen/f?p=aims.</p> <p>A Sponsorship request has been received by AIMS, indicating your name as the Sponsor of someone who wishes to become an Affiliate member of the UVic community.</p> <p>Your action is required to approve this Sponsorship request. Once approved by you, the Affiliate will be eligible for a NetLink ID, and then may access UVic online resources they are authorized for.</p>

#	Instructions	Screenshot
	notices must be responded to or your affiliate will lose access.	
11	Once the affiliate access is granted, the affiliate may <i>apply</i> for a primary Netlink ID.	 A screenshot of a web page element. It features a dark blue rounded rectangular button with the text "Get your Netlink ID" in white. Below the button, the URL "https://www.uvic.ca/uvicid/" is displayed in black text. The entire button and URL are enclosed within a thick yellow rectangular border.