

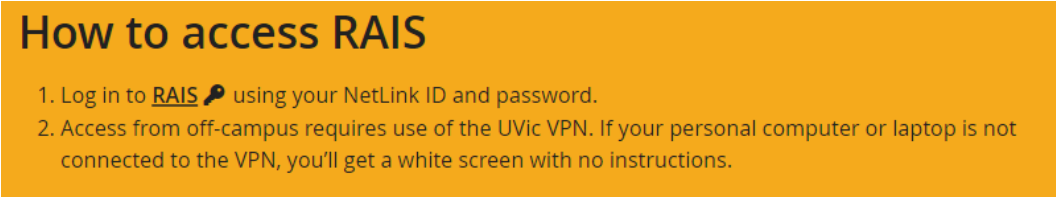
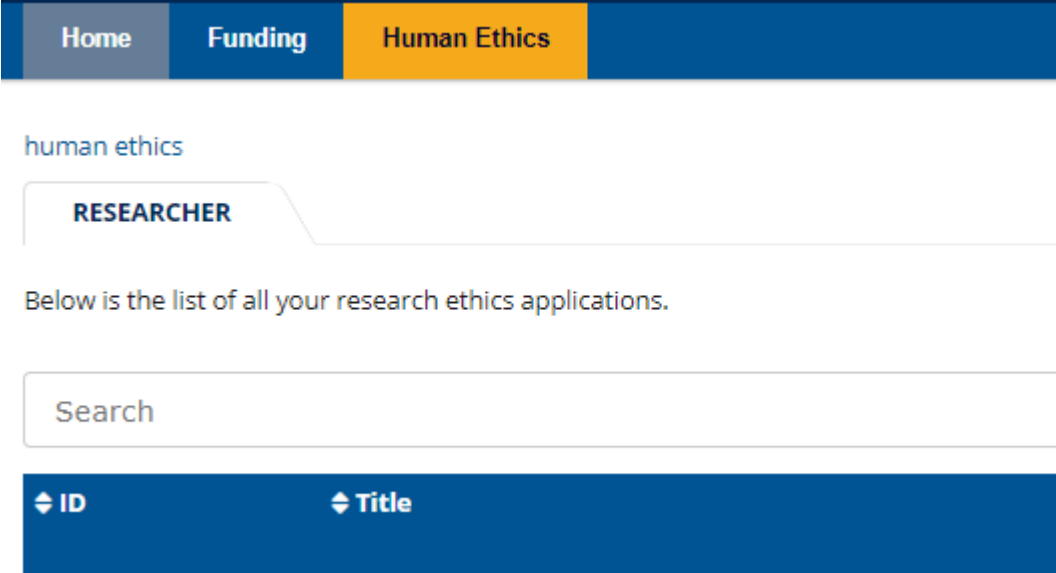
Submitting required changes to your research ethics amendment application and appendices

This quick guide describes how to submit changes to your research ethics application within the Research Administration Information System (RAIS).

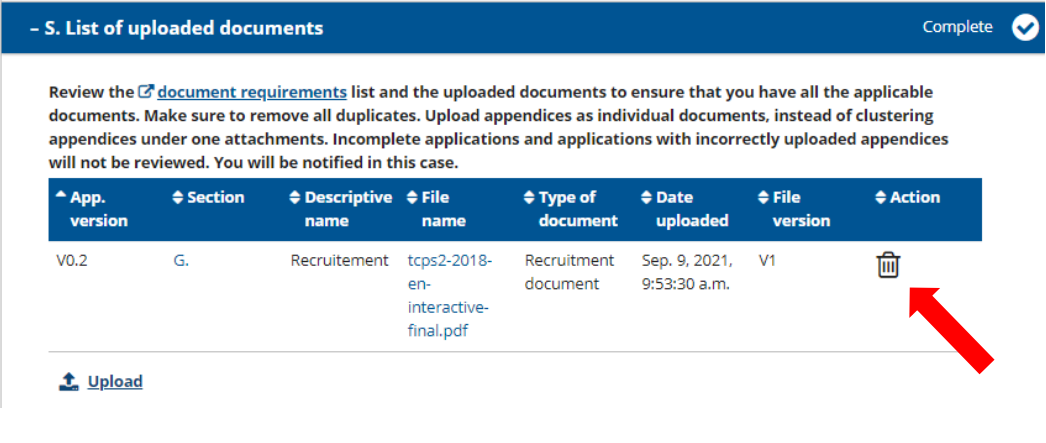
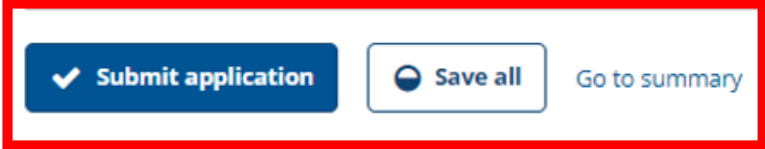

IMPORTANT: Principal Investigators (PI), Principal Applicants (PA), and anyone with *View and edit permission on the application* can submit changes when the application has undergone an ethical review or has been returned by the Ethics office.

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

VPN Requirements: *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.*

#	Instructions	Screenshot
1	You can access UVic-RAIS through RAIS login & Support page.	 <p>How to access RAIS</p> <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.
2	Select "Human Ethics" from the Homepage	 <p>Home Funding Human Ethics</p> <p>human ethics</p> <p>RESEARCHER</p> <p>Below is the list of all your research ethics applications.</p> <p>Search</p> <p>◆ ID ◆ Title</p>

#	Instructions	Screenshot
3	<p>The amendment can be found under the “Post-approval activity (PAA)” tab.</p> <p>You should be able to edit the application by clicking on the edit icon next to the amendment.</p>	
4	<p>Amend all relevant sections of “Summary” and “Application”</p>	
5	<p>Save your work as each section is completed.</p> <p>Don’t save, or make changes to sections that don’t need to be amended.</p>	
6	<p>Updating existing attachments:</p> <ol style="list-style-type: none"> 1) remove/delete old version; 2) underline newly added text and use strike-through to show removed text; 3) upload new or updated attachment to appropriate section. 	

#	Instructions	Screenshot																
	<p>TIP: Save documents as PDF wherever possible.</p> <p>TIP: Do not remove or upload appendices for which changes were not required.</p>	 <p>- S. List of uploaded documents Complete </p> <p>Review the document requirements list and the uploaded documents to ensure that you have all the applicable documents. Make sure to remove all duplicates. Upload appendices as individual documents, instead of clustering appendices under one attachments. Incomplete applications and applications with incorrectly uploaded appendices will not be reviewed. You will be notified in this case.</p> <table border="1"> <thead> <tr> <th>App. version</th> <th>Section</th> <th>Descriptive name</th> <th>File name</th> <th>Type of document</th> <th>Date uploaded</th> <th>File version</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>V0.2</td> <td>G.</td> <td>Recrutement</td> <td>tcps2-2018-en-interactive-final.pdf</td> <td>Recruitment document</td> <td>Sep. 9, 2021, 9:53:30 a.m.</td> <td>V1</td> <td></td> </tr> </tbody> </table> <p>Upload</p>	App. version	Section	Descriptive name	File name	Type of document	Date uploaded	File version	Action	V0.2	G.	Recrutement	tcps2-2018-en-interactive-final.pdf	Recruitment document	Sep. 9, 2021, 9:53:30 a.m.	V1	
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7	<p>Once all the revisions to the application form and/or attachment documents are complete, you can re-submit your application directly to the Ethics office.</p> <p>TIP: Anyone with View and edit access can re-submit an application.</p>	 <p>Submit application Save all Go to summary</p>																
8	<p>The Submissions tab, on the Summary page of your application will show all the versions of the application submitted to the Ethics office.</p>	 <p>HISTORY HREB RESPONSES SUBMISSIONS</p> <p>All different versions of the application that were submitted to the Ethics Office.</p>																