University of Victoria | Research Administration Information System
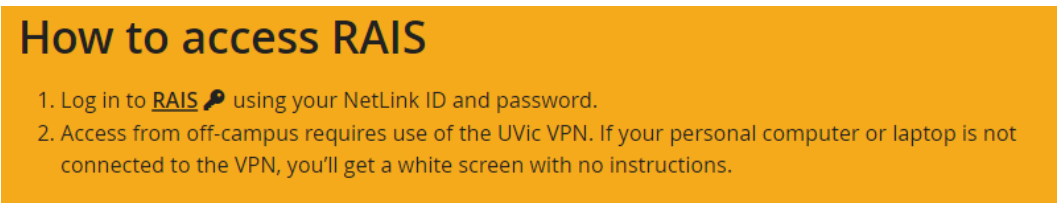
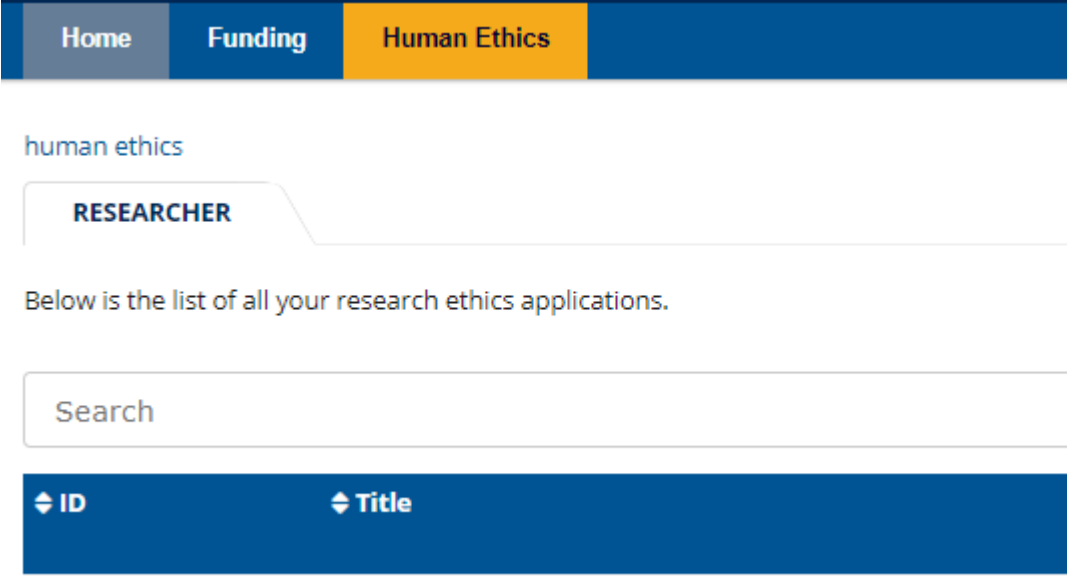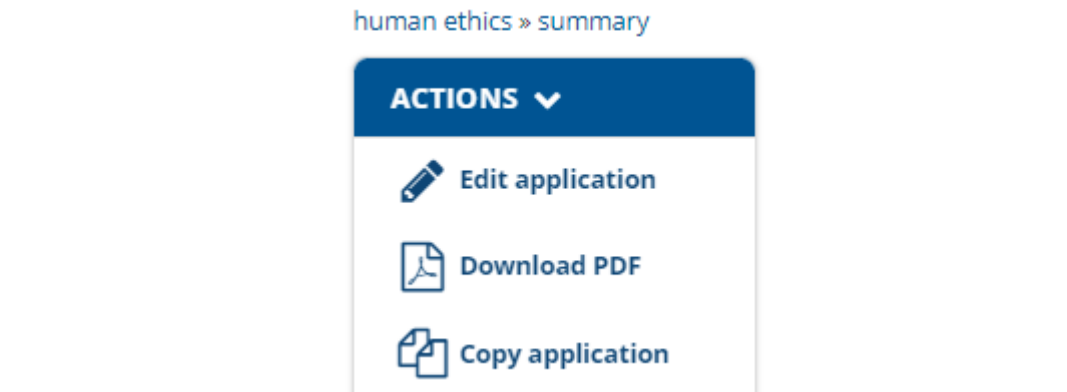# Submitting required changes to your research ethics application and appendices

This quick guide describes how to submit changes to your research ethics application **(instructions for re-submitting amendments start on page 6)** within the Research Administration Information System (RAIS).
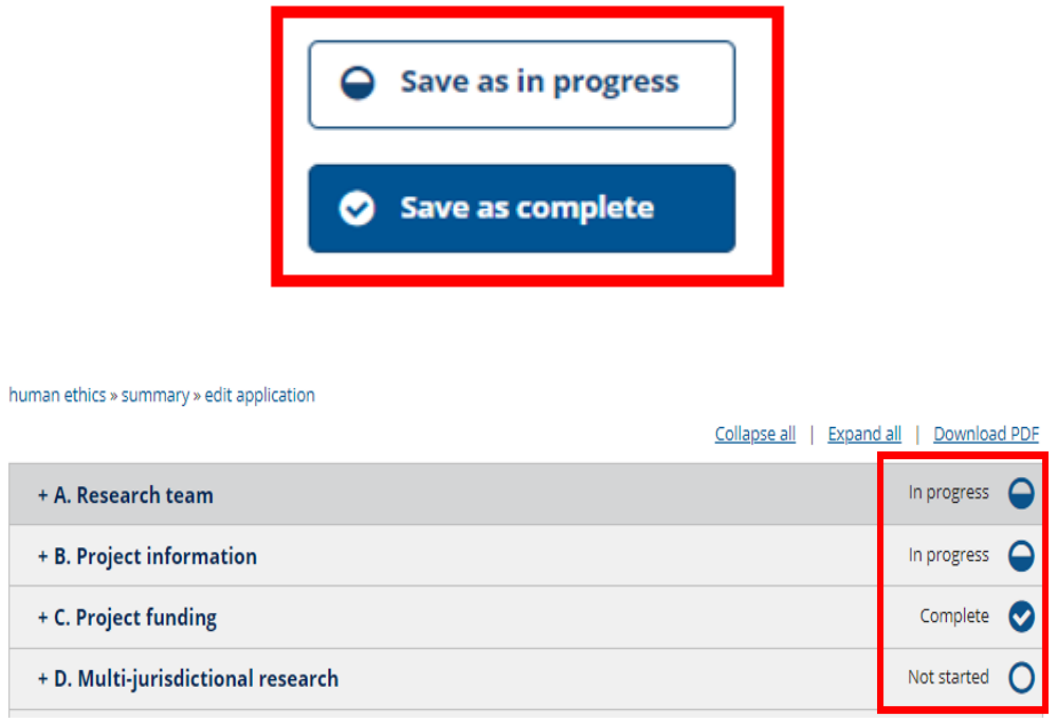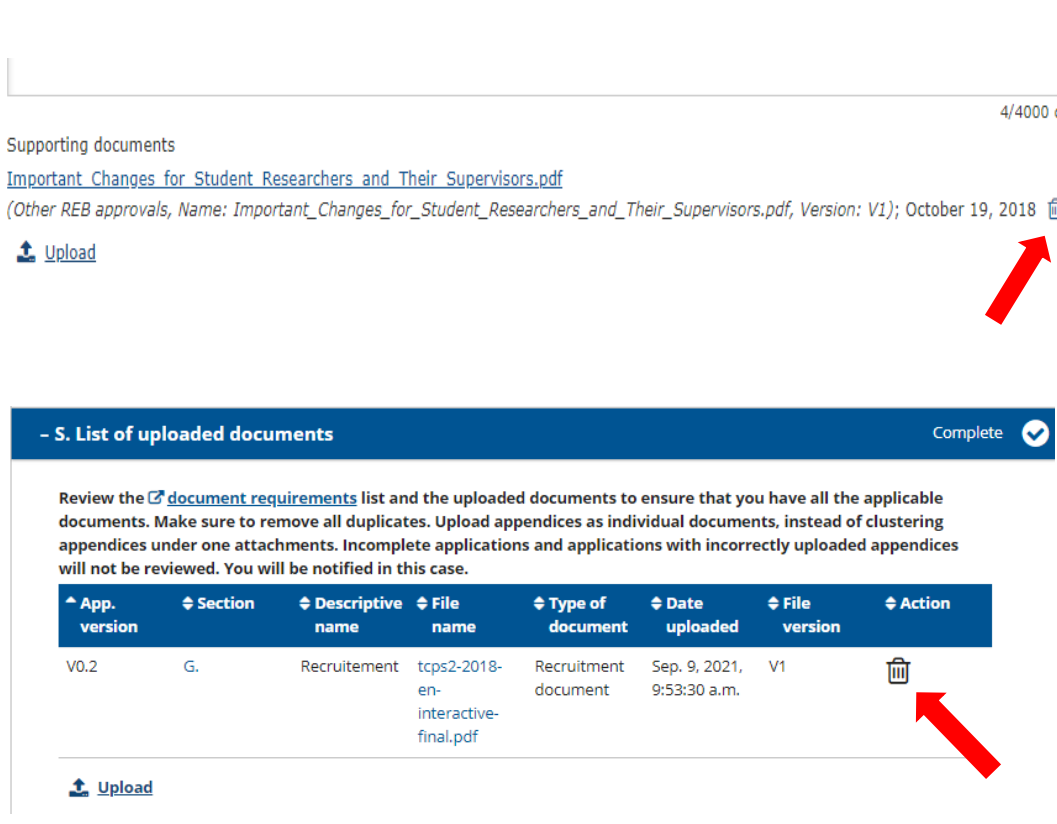
IMPORTANT: Principal Investigators (PI), Principal Applicants (PA), and anyone with *View and edit permission* on the *application* can submit changes when the application has undergone an ethical review or has been returned by the Ethics office.

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.	**How to access RAIS** 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.

#	Instructions	Screenshot
2	Select "Human Ethics" from the Homepage, and then click on the "Researcher" tab.	Home Funding Human Ethics human ethics **RESEARCHER** Below is the list of all your research ethics applications. Search ◆ ID ◆ Title
3	Select *Edit Application* to add or revise content in your application form. All changes to the application will be tracked. Once the application is re-submitted you can view changes under *Submissions* tab.	human ethics » summary **ACTIONS** ⌄ ✏ **Edit application** 📄 **Download PDF** 🗐 **Copy application**
4	Multiple sections of the application expand or collapse as needed. *Click* on the section to complete the required fields.	Home Funding Human Ethics human ethics » summary » edit application Collapse all	Expand all Download PDF + A. Research team Not started ○ + B. Project information Not started ○ + C. Project funding Not started ○ + D. Multi-jurisdictional research Not started ○

#	Instructions	Screenshot
5	**Save** your work as each section is completed. TIP: If additional input or review is needed, save your work as *In Progress*. TIP: The status icon indicates where you are in the process of completing your application.	Save as in progress Save as complete human ethics » summary » edit application Collapse all | Expand all | Download PDF + A. Research team — In progress + B. Project information — In progress + C. Project funding — Complete + D. Multi-jurisdictional research — Not started
6	Updating existing attachments: 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. TIP: Save documents as PDF wherever possible. TIP: Do not remove or upload appendices for which changes were not required.	4/4000 ch Supporting documents Important_Changes_for_Student_Researchers_and_Their_Supervisors.pdf (Other REB approvals, Name: Important_Changes_for_Student_Researchers_and_Their_Supervisors.pdf, Version: V1); October 19, 2018 ⬆ Upload – S. List of uploaded documents — Complete 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. | ▲ App. version	⬍ Section	⬍ Descriptive name	⬍ File name	⬍ Type of document	⬍ Date uploaded	⬍ File version	⬍ Action
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V0.2	G.	Recruitement	tcps2-2018-en-interactive-final.pdf	Recruitment document	Sep. 9, 2021, 9:53:30 a.m.	V1	🗑	 ⬆ Upload

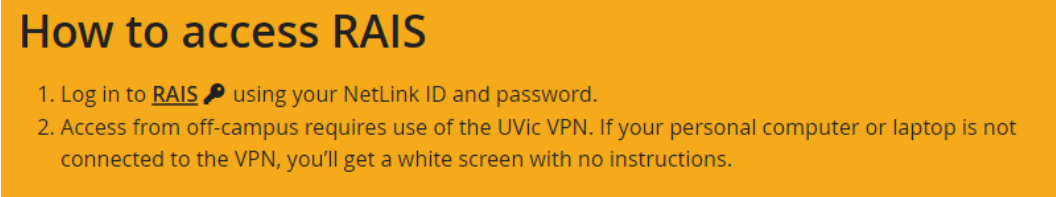| #	Instructions	Screenshot
7	Once all the revisions to the application form and/or attachment documents are complete, you can re-submit your application directly to the Ethics office. TIP: Anyone with *View and edit* access can re-submit an application.	
8	TIP: The home page for your application shows where your application is in the submission and approval process.	
9	The *Submissions* tab, on the Summary page of your application will show all the versions of the application submitted to the Ethics office.	
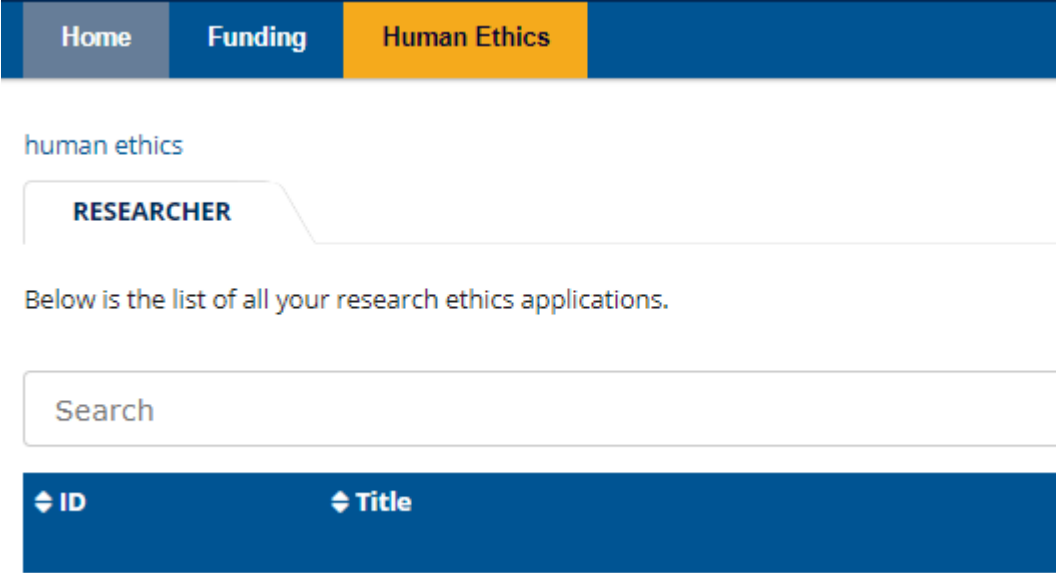
Submitting required changes to your research ethics amendment application and appendices

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.	**How to access RAIS** 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	Home Funding **Human Ethics** human ethics **RESEARCHER** Below is the list of all your research ethics applications. Search ⇕ ID ⇕ Title

#	Instructions	Screenshot
3	The amendment can be found under the "Post-approval activity (PAA)" tab. You should be able to edit the application by clicking on the edit icon next to the amendment.	HISTORY **POST-APPROVAL ACTIVITY (PAA)** HREB RESPONSES SUBMISSIONS Post-approval activities (PAA) on the application. | ID	PAA type	PAA status	Last status change	View/ Edit app
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01	Amendment	Pre-submission	Feb. 22, 2022, 9:07 a.m.	✏️	
5	**Save** your work as each section is completed. Don't save, or make changes to sections that don't need to be amended.	**Summary** + Study amendments summary Not started ⚪ **Application** + A. Research team Not changed ⚪ + B. Project information Not changed ⚪ **– O. Free and informed consent** GO TO ▾ In progress ⊖ ⬆ Upload ⊖ Save as in progress ✔ Save as complete
6	Updating existing attachments: 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.	4/4000 ch Supporting documents Important_Changes_for_Student_Researchers_and_Their_Supervisors.pdf (Other REB approvals, Name: Important_Changes_for_Student_Researchers_and_Their_Supervisors.pdf, Version: V1); October 19, 2018 🗑 ⬆ Upload

#	Instructions	Screenshot
	TIP: Save documents as PDF wherever possible. TIP: Do not remove or upload appendices for which changes were not required.	**– S. List of uploaded documents** Complete ✓ 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. <table><tr><td>▲ App. version</td><td>⇕ Section</td><td>⇕ Descriptive name</td><td>⇕ File name</td><td>⇕ Type of document</td><td>⇕ Date uploaded</td><td>⇕ File version</td><td>⇕ Action</td></tr><tr><td>V0.2</td><td>G.</td><td>Recruitement</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></table> ⬆ Upload
7	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. TIP: Anyone with *View and edit* access can re-submit an application.	✔ Submit application ⊖ Save all Go to summary
8	The *Submissions* tab, on the Summary page of your application will show all the versions of the application submitted to the Ethics office.	HISTORY HREB RESPONSES **SUBMISSIONS** All different versions of the application that were submitted to the Ethics Office.