

Signing-off on a research ethics application as the departmental signatory

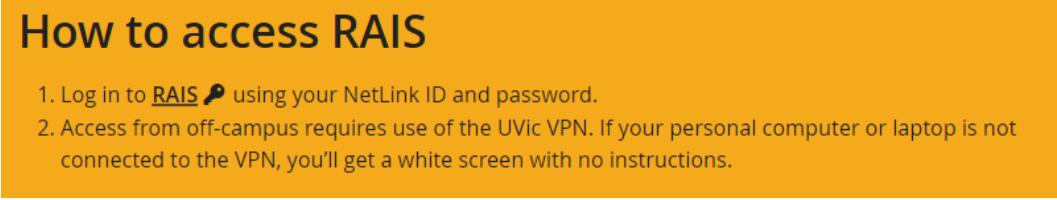
This quick guide describes basic navigation for departmental **signatories (chair, director, dean or their designate)** to sign-off an online research ethics application for a researcher (faculty member, student).

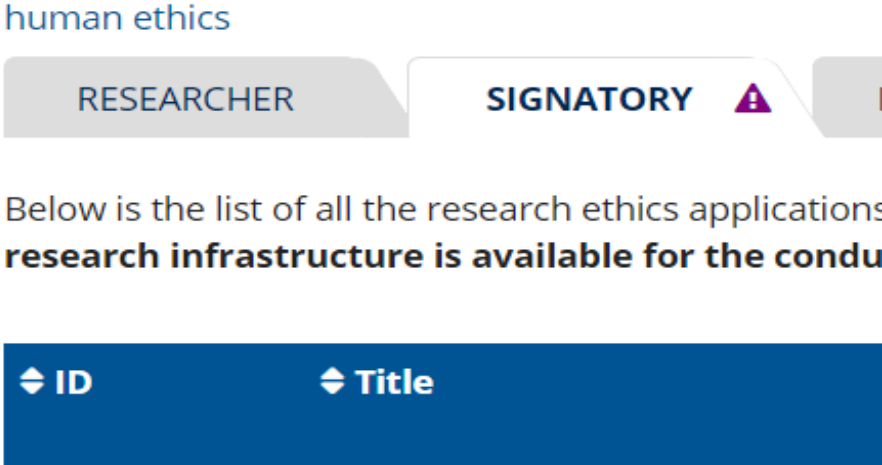

- Sign-off a new application
- Sign-off an amendment request for amendments to an approved application

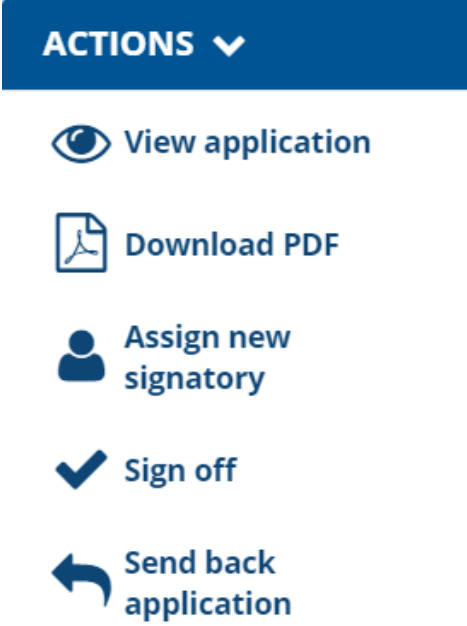





Once signed off, the application is automatically received at Research Ethics.

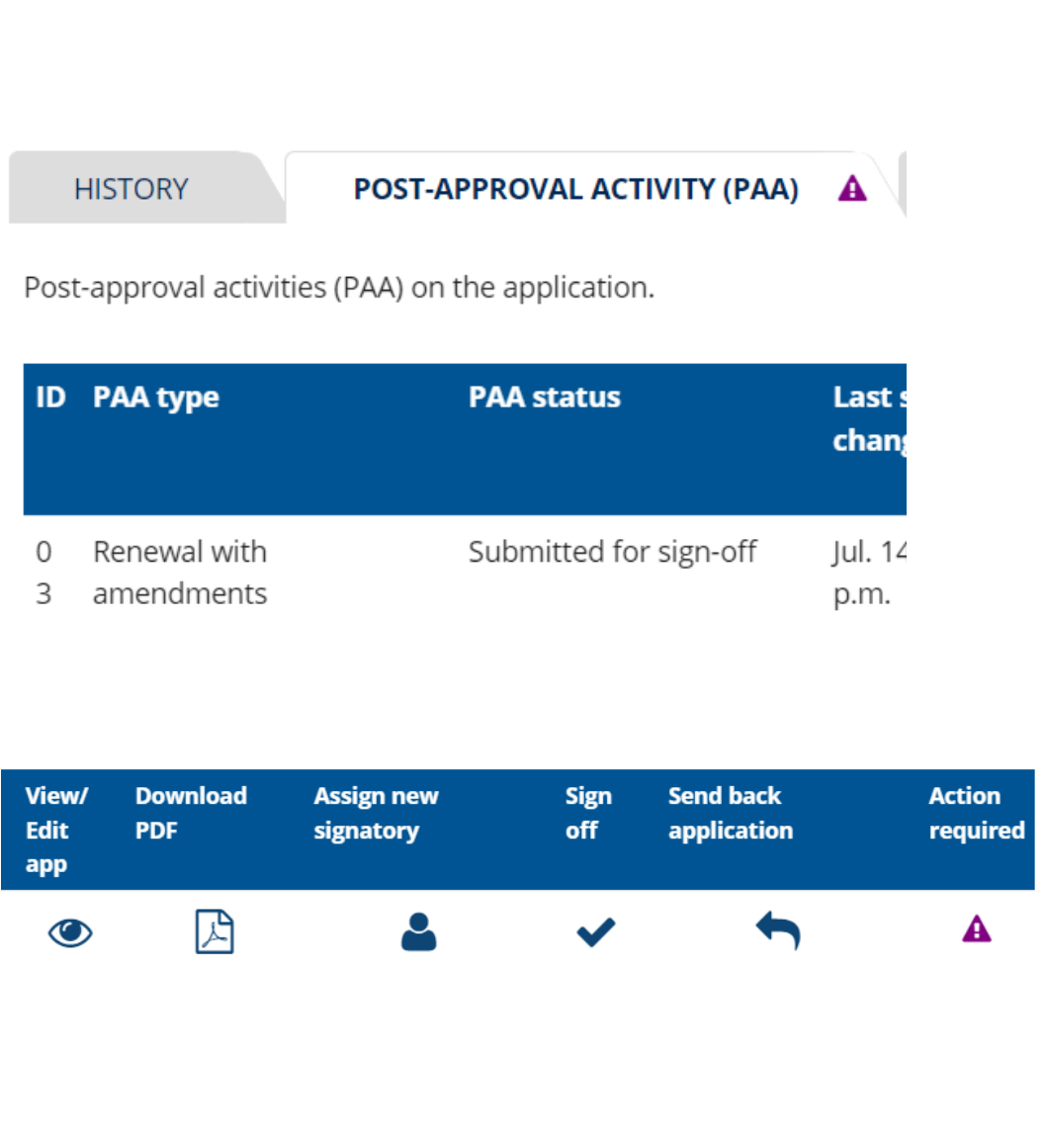
VPN Requirements:


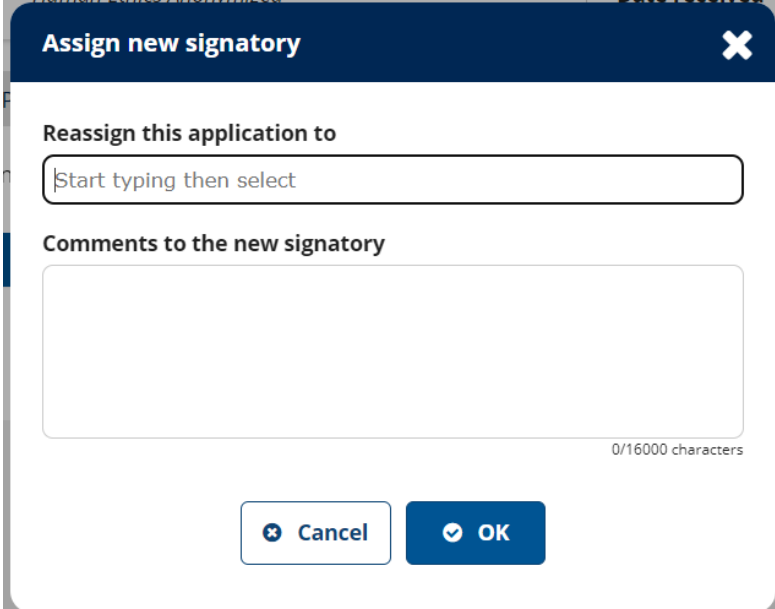
*If you are accessing RAIS off-campus make sure that your device is connected to **Virtual Private Network (VPN)**. Otherwise, you will be taken to a white screen with an error message.*

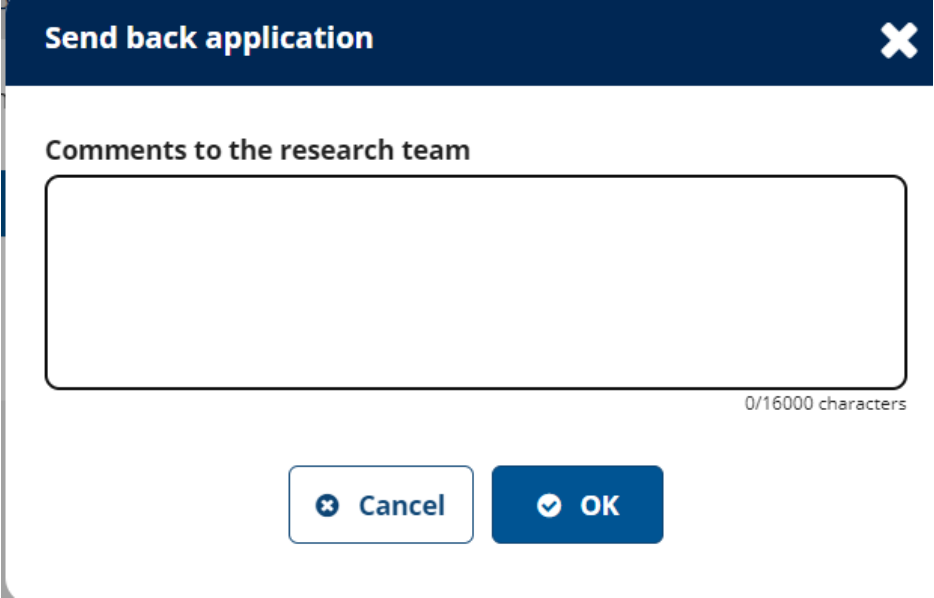
#	Instructions	Screenshot
1	<p>You can access UVic-RAIS through RAIS login & Support page.</p> <p>Log-in to RAIS with your Netlink ID and password</p>	 <p>How to access RAIS</p> <ol style="list-style-type: none"> 1. Log in to RAIS using your NetLink ID and password. 2. Access from off-campus requires 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.

#	Instructions	Screenshot		
2	<p>NEW APPLICATIONS and AMENDMENTS TO APPROVED APPLICATIONS</p> <p>On your RAIS homepage, the applications requiring your approval will be listed under the Signatory tab.</p> <p>TIP: The purple triangle indicates there may be an application requiring your attention.</p> <p>TIP: Clicking anywhere on the home row will take you to that application's project page.</p>	 <p>human ethics</p> <p>RESEARCHER SIGNATORY </p> <p>Below is the list of all the research ethics applications research infrastructure is available for the condu</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Title</th> </tr> </thead> </table>	ID	Title
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#	Instructions	Screenshot
3	<p>NEW APPLICATIONS</p> <p>As a Signatory you can complete any of the following actions:</p> <ul style="list-style-type: none"> • View application • Download PDF • Assign new signatory • Sign-off • Send back application 	 <p>The screenshot shows a blue header bar with the text "ACTIONS" and a downward-pointing chevron. Below this, there are five menu items, each with a blue icon and text:</p> <ul style="list-style-type: none">  View application  Download PDF  Assign new signatory  Sign off  Send back application

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4	<p>AMENDMENTS TO APPROVED APPLICATIONS</p> <p>Go to the Post-Approval Activity (PAA) tab to access actions available for the amendment request.</p> <ul style="list-style-type: none"> • <i>View application</i> • <i>Download PDF</i> • <i>Assign new signatory</i> • <i>Sign-off</i> • <i>Send back application</i> <p>NOTE: Actions on the left side of project home page apply to the most recently approved applications, not the most recently submitted amendment.</p>	 <p>The screenshot shows the 'POST-APPROVAL ACTIVITY (PAA)' tab selected. Below the tab is a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>PAA type</th> <th>PAA status</th> <th>Last s change</th> </tr> </thead> <tbody> <tr> <td>03</td> <td>Renewal with amendments</td> <td>Submitted for sign-off</td> <td>Jul. 14 p.m.</td> </tr> </tbody> </table> <p>Below the table is a row of action buttons:</p> <table border="1"> <thead> <tr> <th>View/Edit app</th> <th>Download PDF</th> <th>Assign new signatory</th> <th>Sign off</th> <th>Send back application</th> <th>Action required</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	ID	PAA type	PAA status	Last s change	03	Renewal with amendments	Submitted for sign-off	Jul. 14 p.m.	View/Edit app	Download PDF	Assign new signatory	Sign off	Send back application	Action required						
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4	<p>NEW APPLICATIONS and AMENDMENTS TO APPROVED APPLICATIONS</p> <p>Select View application to return to the application screen.</p> <p>TIP: The application form has multiple sections, which expand or collapse as needed.</p>	
6	<p>If you have a Conflict of Interest, or are not the correct person to approve the application, select Assign new signatory.</p> <p>TIP: Start typing the name of the new signatory to select from the drop down list. New signatory cannot be part of research team.</p> <p>Click OK to reassign the application to the new signatory.</p>	

#	Instructions	Screenshot
7	<p>Select Send back application if additional clarification or information is needed.</p> <p>TIP: This function can also be used if you are not the correct signatory.</p> <p>Note: Comments can be viewed by the PI and any team member with View and edit access.</p> <p>Click OK to return the application to the PI.</p>	
8	<p>Select Sign off to submit this application to Research Ethics for ethics review and approval.</p> <p>Click OK.</p>	