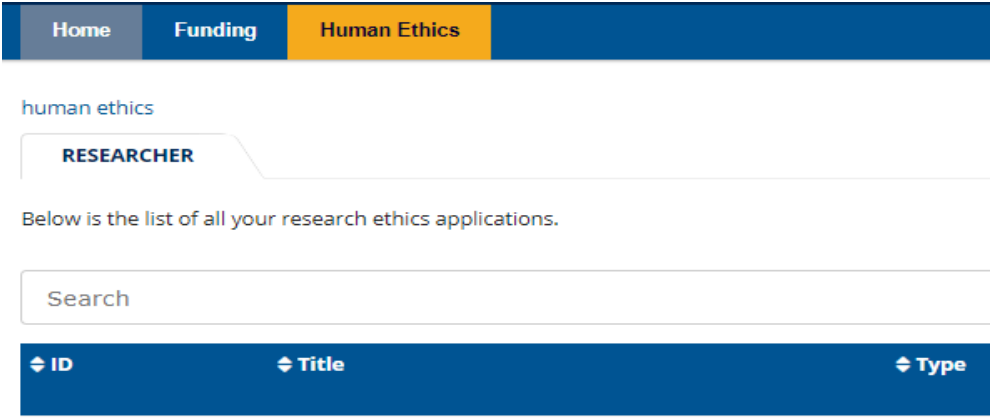




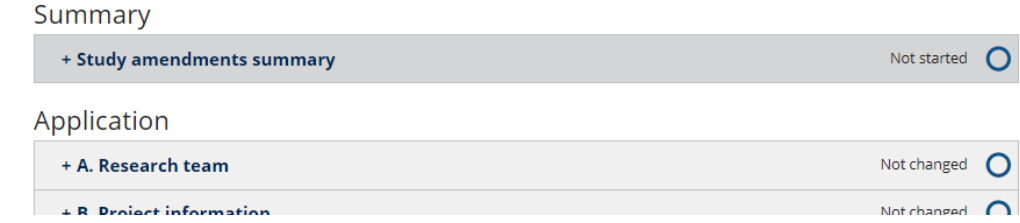




















Submit amendment to an approved application

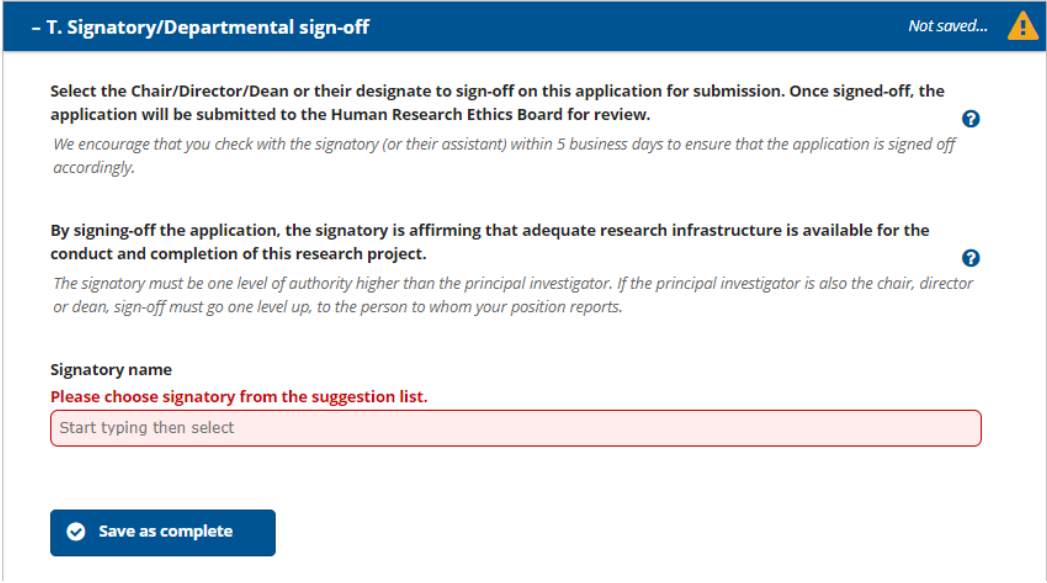
Basic navigation for users creating and submitting an amendment to research ethics application approved on Research Administration Information System (RAIS). Additional resources for users are available in [RAIS login and support page](#).










	Instructions	Screenshot
	<p>Note for Faculty Supervisors of Student Researchers & Post-doctoral Fellows for <u>Capstone Projects, Theses & Dissertations</u>.</p> <p><i>Only faculty members, adjunct professors or sessional instructors as Principal Investigators (PI) can start an amendment form.</i></p> <p>! <i>Once the PI has started the amendment application the added Principal Applicant (student researcher, or post-doctoral fellow), or team members with "View and Edit" permissions, will have access to the application in order to complete it.</i></p> <p><i>Only the PI has the option to submit the amendment application for departmental sign-off.</i></p> <p>VPN Requirements: <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>

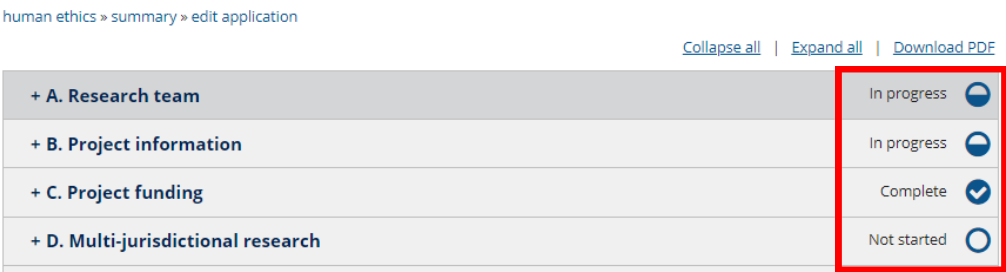
	Instructions	Screenshot										
2	<p>From the "Human Ethics" page select the application you want to make changes to.</p>	 <p>The screenshot shows the 'Human Ethics' page. At the top, there are navigation tabs: 'Home', 'Funding', and 'Human Ethics' (which is highlighted in orange). Below the tabs, the text 'human ethics' is displayed. Underneath, there is a 'RESEARCHER' label. A message states: 'Below is the list of all your research ethics applications.' There is a search bar with the placeholder text 'Search'. At the bottom, there is a table header with columns: 'ID', 'Title', and 'Type'.</p>										
3	<p>Once in the summary page of the protocol select one of the following:</p> <ul style="list-style-type: none"> -Amendments, or -Annual renewal with amendments (if the approval is close to expiry) <p>When initiated, the amendment can be found under the "Post-approval activity (PAA)" tab.</p> <p>You should now be able to edit the application by clicking on the edit icon next to the amendment.</p>	 <p>The screenshot shows the 'POST-APPROVAL ACTIVITY (PAA)' menu. There are two panels. The left panel has options: '+ Amendments' (circled in red), '+ Annual renewal', '+ Annual renewal with amendments', 'Completion' (with a bell icon), and 'Unanticipated event' (with a calendar icon). The right panel has options: '+ Amendments', '+ Annual renewal', '+ Annual renewal with amendments' (circled in red), 'Completion' (with a bell icon), and 'Unanticipated event' (with a calendar icon). Below the panels, there are tabs: 'HISTORY', 'POST-APPROVAL ACTIVITY (PAA)' (highlighted with a red box), 'HREB RESPONSES', and 'SUBMISSIONS'. A message says: 'Post-approval activities (PAA) on the application.' Below this is a table:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>PAA type</th> <th>PAA status</th> <th>Last status change</th> <th>View/ Edit app</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Amendment</td> <td>Pre-submission</td> <td>Feb. 22, 2022, 9:07 a.m.</td> <td></td> </tr> </tbody> </table>	ID	PAA type	PAA status	Last status change	View/ Edit app	01	Amendment	Pre-submission	Feb. 22, 2022, 9:07 a.m.	
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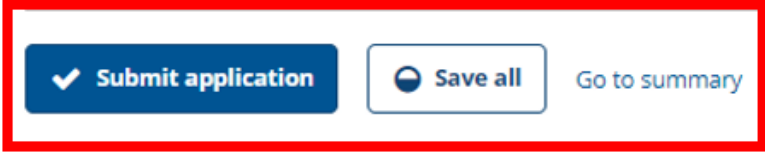
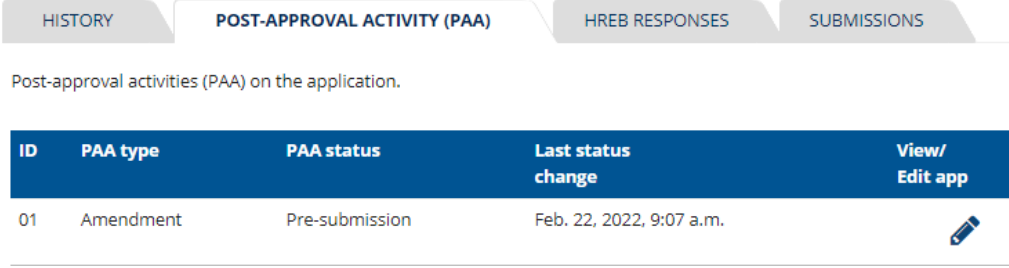
	Instructions	Screenshot
4	<p>Complete the Summary (see instructions at the top of the summary form).</p> <p>Then go to relevant sections under “Application” to make the changes.</p>	 <p>Summary</p> <p>+ Study amendments summary Not started</p> <p>Application</p> <p>+ A. Research team Not changed</p> <p>+ B. Project information Not changed</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>	 <p>- O. Free and informed consent GO TO In progress</p> <p>Upload</p> <p>Save as in progress</p> <p>Save as complete</p>

	Instructions	Screenshot																		
6	<p>Once the PAA is initiated, team members with "View and Edit" access can edit the application.</p> <p>Only the PI has the option to submit 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 data-bbox="509 520 565 541">Name</th> <th data-bbox="662 520 711 541">Email</th> <th data-bbox="813 520 906 569">Role in the project</th> <th data-bbox="964 520 1068 569">Institutional affiliation</th> <th data-bbox="1127 520 1148 541"></th> <th data-bbox="1192 520 1213 541"></th> <th data-bbox="1256 520 1278 541"></th> <th data-bbox="1321 520 1343 541"></th> <th data-bbox="1370 520 1442 541">Remove</th> </tr> </thead> <tbody> <tr> <td colspan="9" data-bbox="509 590 607 611">+ 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																				
7	<p>Make sure to save your work before navigating outside the application page.</p>	<p> Go to summary</p>																		

	Instructions	Screenshot
8	<p>Select the appropriate designate to sign-off on the amendment .</p> <p>NOTE: The signatory on the amendment may be different from the signatory on the original application.</p>	
9	<p>Upload any amended and/or new attachments including recruitment materials, advertisements, consent forms, questionnaires, surveys, etc. ensuring that the changes are marked</p>	document requirement 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.' Below this is a table with columns: 'App. version', 'Section', 'Descriptive name', 'File name', 'Type of document', 'Date uploaded', 'File version', and 'Action'. An 'Upload' button with an upward arrow icon is highlighted with a red box." data-bbox="301 484 942 646"/>

	Instructions	Screenshot																
10	<p>For amending 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 amended attachment to appropriate section. <p>TIP: Save documents as PDF wherever possible.</p>	 <p>4/4000 ch</p> <p>Supporting documents</p> <p>Important Changes for Student Researchers and Their Supervisors.pdf <i>(Other REB approvals, Name: Important_Changes_for_Student_Researchers_and_Their_Supervisors.pdf, Version: V1);</i> October 19, 2018 </p> <p> Upload</p>																
11	<p>For adding new attachments:</p> <p>Upload new document to the appropriate section or section S.</p> <p>Please do not upload appendices that did not require changes.</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>Recruitment</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.	Recruitment	tcps2-2018-en-interactive-final.pdf	Recruitment document	Sep. 9, 2021, 9:53:30 a.m.	V1	
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V0.2	G.	Recruitment	tcps2-2018-en-interactive-final.pdf	Recruitment document	Sep. 9, 2021, 9:53:30 a.m.	V1												

	Instructions	Screenshot								
12	<p>Make sure that sections in Summary and all changed sections are marked as Complete before an application can be submitted.</p> <p>You can leave the other sections as "Not changed".</p>	 <p>human ethics » summary » edit application</p> <p>Collapse all Expand all Download PDF</p> <table border="1"> <tr> <td>+ A. Research team</td> <td>In progress</td> </tr> <tr> <td>+ B. Project information</td> <td>In progress</td> </tr> <tr> <td>+ C. Project funding</td> <td>Complete</td> </tr> <tr> <td>+ D. Multi-jurisdictional research</td> <td>Not started</td> </tr> </table>	+ A. Research team	In progress	+ B. Project information	In progress	+ C. Project funding	Complete	+ D. Multi-jurisdictional research	Not started
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+ C. Project funding	Complete									
+ D. Multi-jurisdictional research	Not started									
13	<p>Before submitting your completed application to the signatory, Principal Investigators must read the terms and conditions.</p> <p>Select I Agree.</p>	<p>By submitting this application as the principal investigator, I affirm that:</p> <ul style="list-style-type: none"> I have read this application and it is complete and accurate. The research will be conducted in accordance with the University of Victoria regulations, policies and procedures governing the ethical conduct of research involving human participants and human biological materials in all relevant sections of the national research ethics policy (TCPS 2). The conduct of the research will not commence until research ethics approval has been granted. I will seek an amendment if this application is modified. Adequate supervision will be provided for students and/or staff involved in this project. <p><input type="checkbox"/> I Agree</p> <p><input checked="" type="button" value="Submit"/> <input type="button" value="Save all"/> Exit</p>								

	Instructions	Screenshot										
14	<p>By selecting Submit application, an electronic workflow is created requesting the signatory's sign-off on your application.</p> <p>Signed-off application will be submitted electronically to the Human Research Ethics Board for review.</p>											
15	<p>NOTE: Post-Approval Activity (PAA) tab contains all actions related to your post-approval application (amendment, renewal, completion, etc.) such as View/Edit, Download PDF, Withdraw, etc.</p>	 <table border="1"> <thead> <tr> <th>ID</th> <th>PAA type</th> <th>PAA status</th> <th>Last status change</th> <th>View/Edit app</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Amendment</td> <td>Pre-submission</td> <td>Feb. 22, 2022, 9:07 a.m.</td> <td></td> </tr> </tbody> </table>	ID	PAA type	PAA status	Last status change	View/Edit app	01	Amendment	Pre-submission	Feb. 22, 2022, 9:07 a.m.	
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