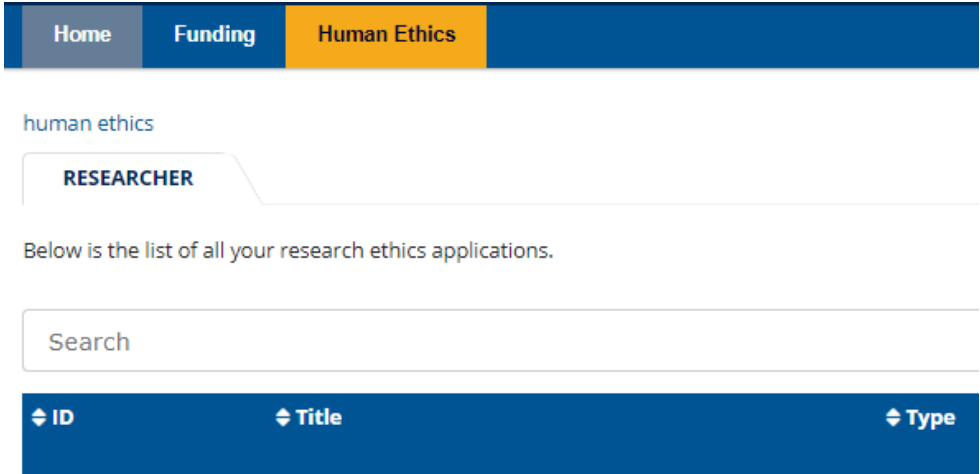
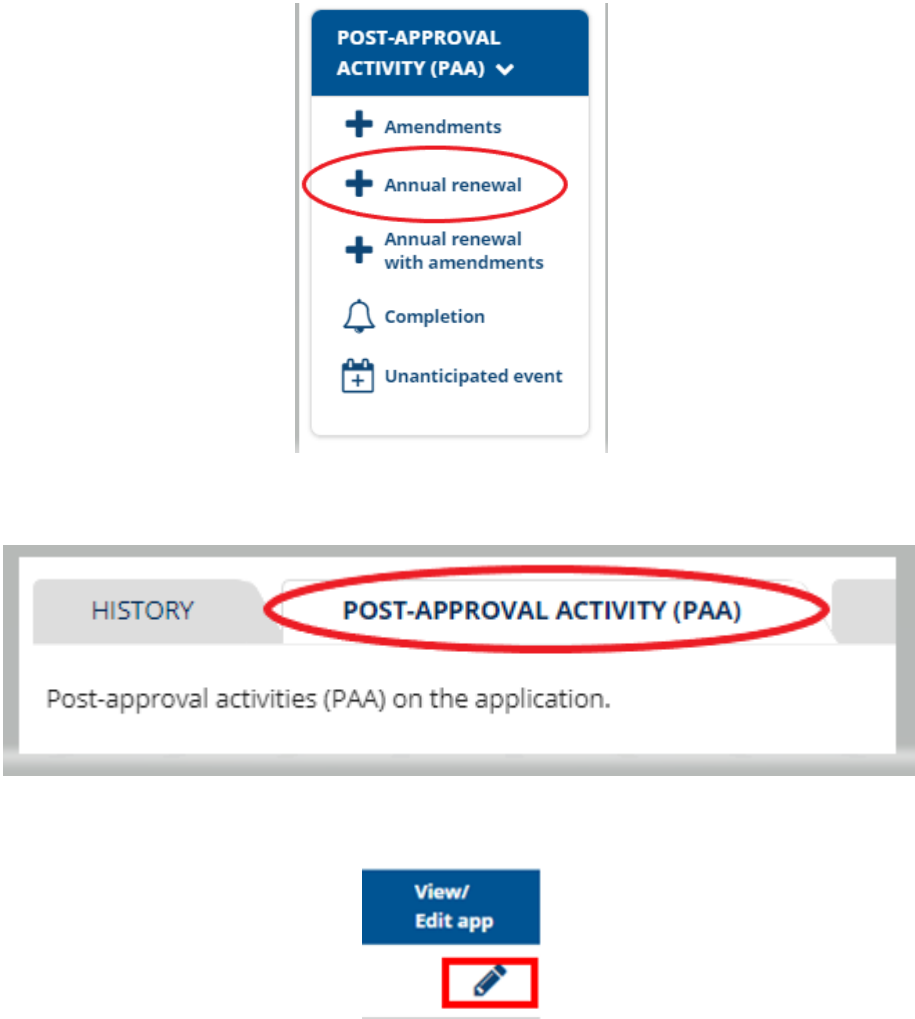
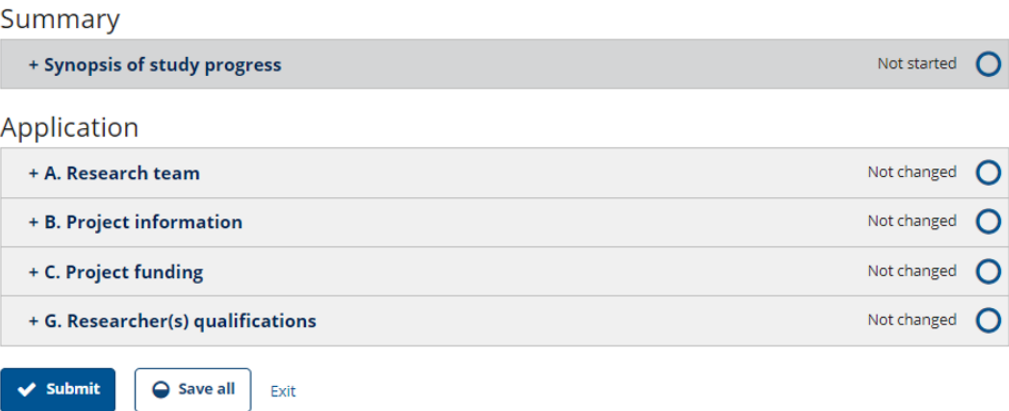
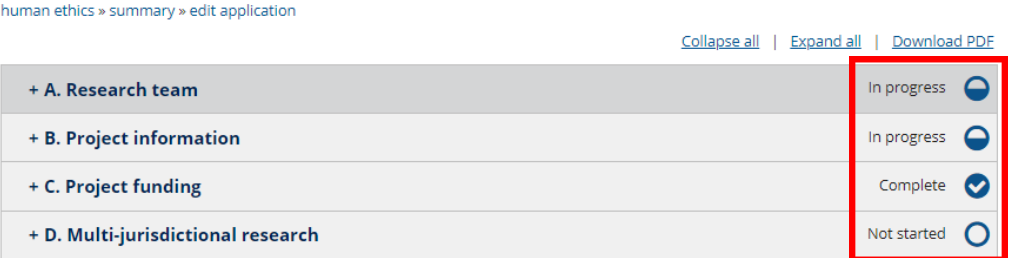



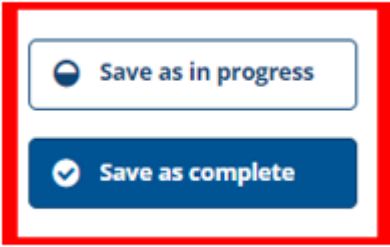
# Submit annual renewal for an approved application


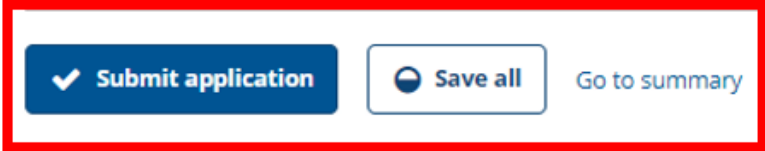
Basic navigation for users creating and submitting a request for annual renewal for a research ethics application approved on Research Administration Information System (RAIS). Additional resources for users are available in [RAIS login and support page](#).

	Instructions	Screenshot
	<p><b>Note for Faculty Supervisors of Student Researchers &amp; Post-doctoral Fellows for <u>Capstone Projects, Theses &amp; Dissertations</u>.</b></p> <p><i>Only faculty members, adjunct professors or sessional instructors as Principal Investigators (PI) can <b>start</b> an annual renewal form.</i></p> <p><b>!</b> <i>Once the PI has <b>started</b> their renewal application the <b>added</b> 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>Principal investigator, and any team member with "View and Edit" permission will be able to edit and submit the annual renewal to HRE office.</i></p> <p><b>VPN Requirements:</b> <i>If you are accessing RAIS off-campus connect to <b>Virtual Private Network (VPN)</b>. Otherwise, you will be taken to a white screen with an error message.</i></p>	
1	<p>You can access UVic-RAIS through <a href="#">RAIS login &amp; Support</a> page.</p>	<div style="background-color: #f9a825; padding: 10px;"> <h2 style="margin: 0;">How to access RAIS</h2> <ol style="list-style-type: none"> <li>1. Log in to <a href="#">RAIS</a> using your NetLink ID and password.</li> <li>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.</li> </ol> </div>

	Instructions	Screenshot
2	<p>From Home Page select the application you want to renew.</p>	
3	<p>Once in the Project Page select the "Annual renewal".</p> <p>NOTE: The instructions below are for "Annual renewal" only. For "Annual renewal with amendments" see the <a href="#">"Start amendment"</a> quick guide.</p> <p>When initiated, the annual renewal form 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>	

	Instructions	Screenshot
4	<p>Complete summary (see instructions at the top of the summary form).</p> <p>Then go to relevant sections in the "Application" to make the changes.</p>	
5	<p><b>Save</b> your work as each section is completed.</p> <p>You can make changes to section A-C (new team members, new funding, title change, etc.).</p>	

	Instructions	Screenshot
6	<p>Once the PAA is initiated, team members with “View and Edit” access can edit 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> 
7	<p><b>Save</b> 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>	

	Instructions	Screenshot
12	<p>Make sure that sections in Summary and all changed sections are marked as <b>Complete</b> before an application can be submitted.</p> <p>You can leave the other sections as "Not changed".</p>	
14	<p>By selecting <b>Submit application</b>, the 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>	