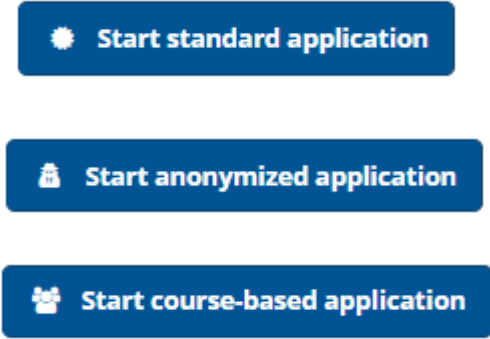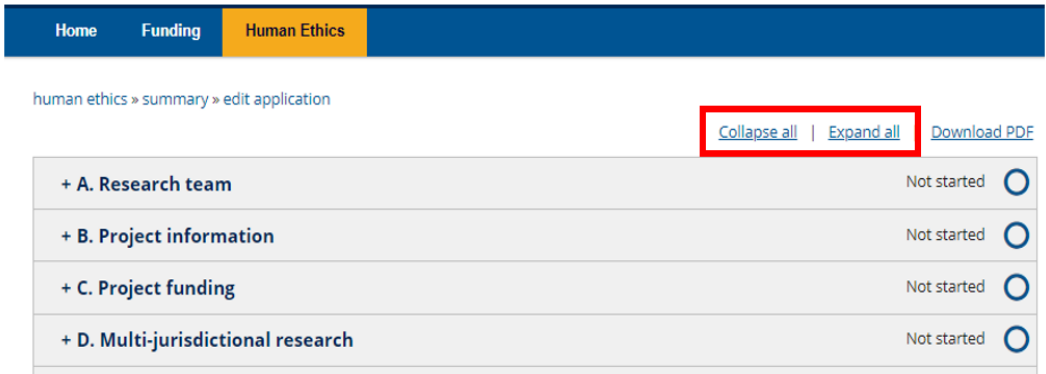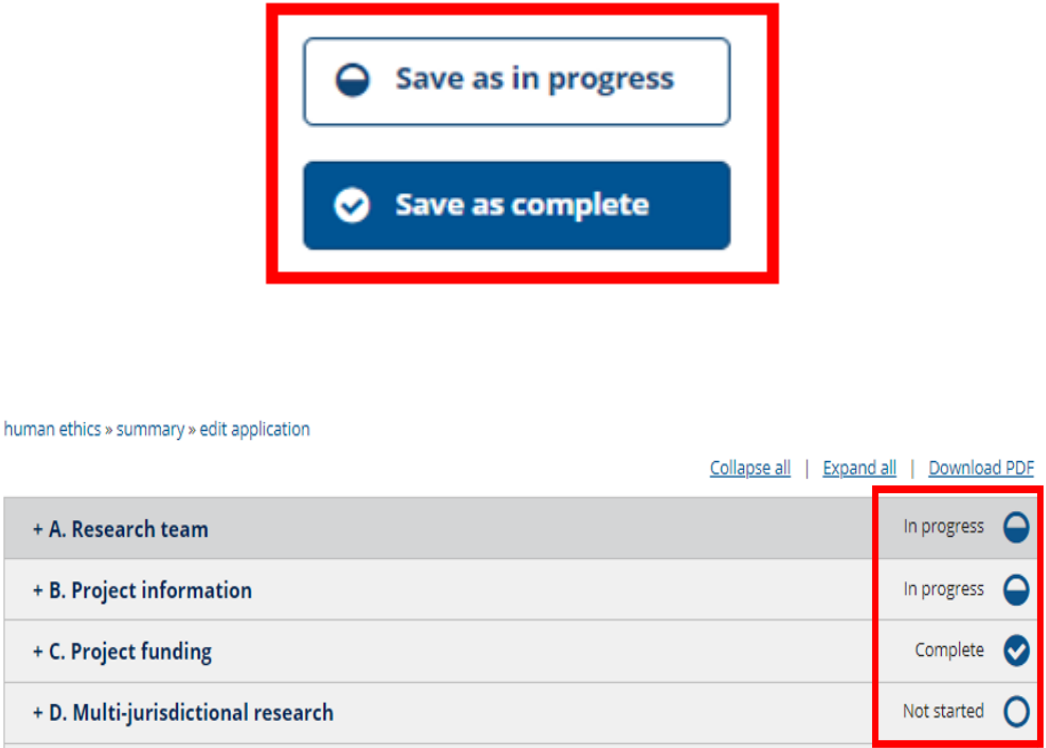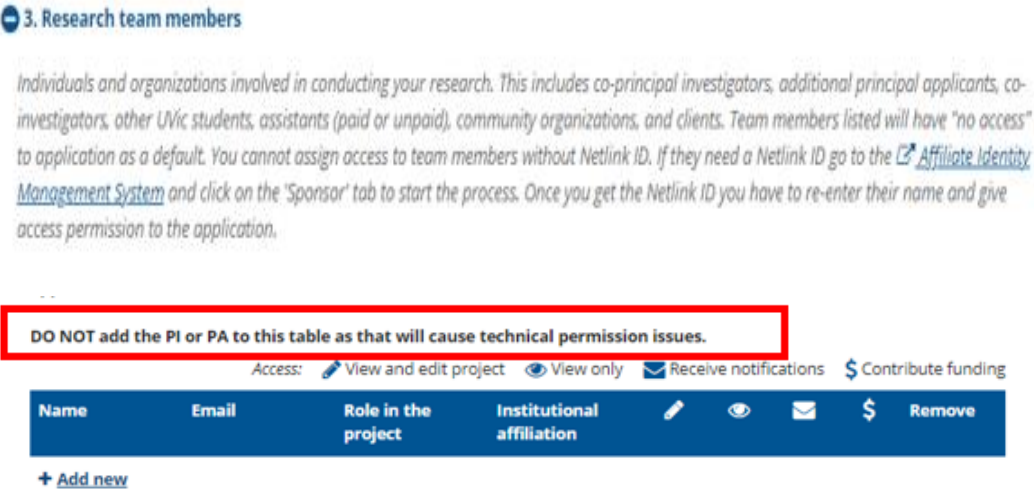# Create a research ethics application

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

	Instructions	Screenshot
!	**Note for Faculty Supervisors of Student Researchers & Post-doctorial Fellows for <u>Capstone Projects, Theses & Dissertations</u>.** *Only faculty members, adjunct professors or sessional instructors as Principal Investigators (PI) can **start** an ethics application.* *Once the PI has **started** the application and **added** a student researcher, or post-doctoral fellow, as **Principal Applicant (PA)**, the student/post doctoral fellow will have access to the application in order to complete it.* *Only the PI has the option to submit the application for departmental sign-off.* **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.*	
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 Select Start new application.	**UVIC** UNIVERSITY OF VICTORIA Human Research Ethics Applications Home Funding **Human Ethics** ⊙ Start new application
3	Select the *application type* relevant to your research project: • Standard application • Anonymized data application • Course-based application	❋ Start standard application 🔒 Start anonymized application 👥 Start course-based application If you are unsure whether your study requires human research ethics approval, or the form you need to use, please contact the HRE office.
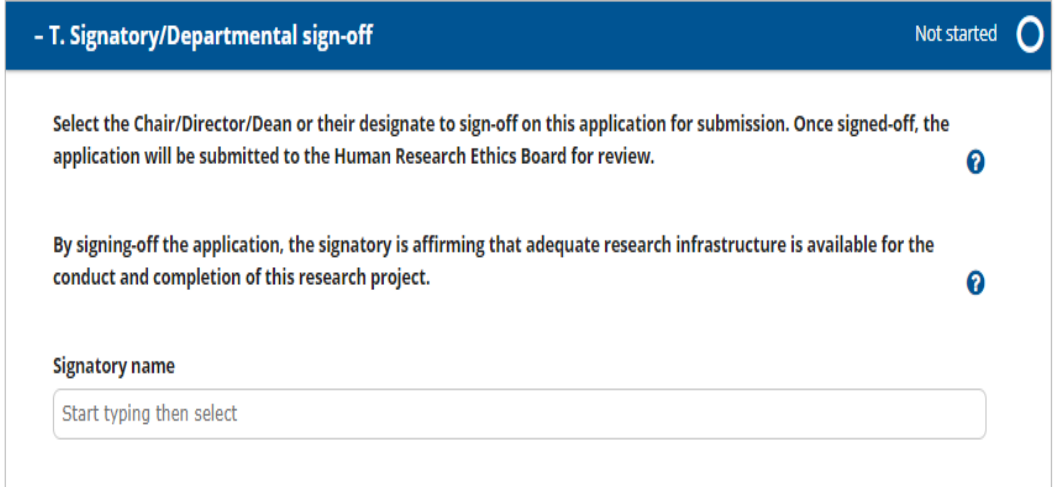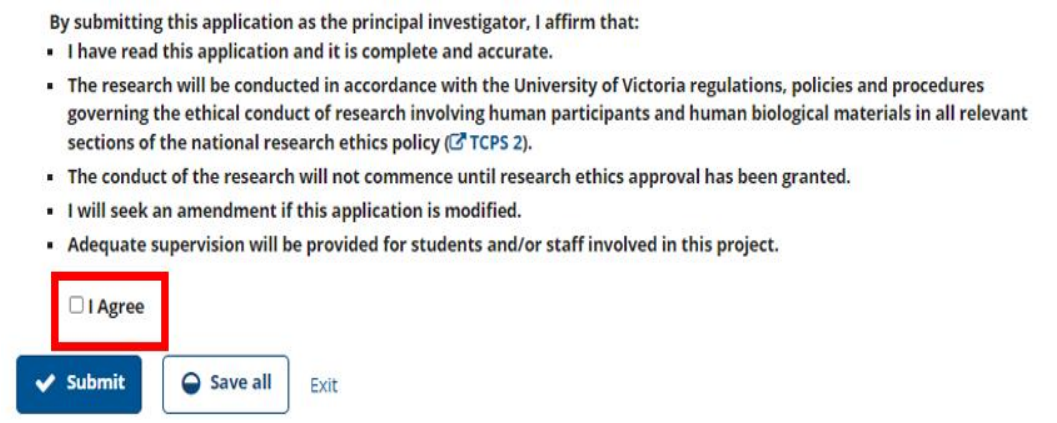
	Instructions	Screenshot
4	Multiple sections of the application expand or collapse as needed. *Click* on the section to complete the required fields. TIP: A system-generated number will be automatically assigned to your application.	
5	*Save* your work as each section is completed. TIP: If additional 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.	

	Instructions	Screenshot

6	For faculty members supervising a student or post-doc on this particular research project, add the student's information under *Section A.2 Principal Applicant.*
	
	Note: Principal Applicants will be granted *View and edit & Receive notifications* permissions by default.
		2. Principal applicant (students & post-docs)
		
		For further information about the distinction between the Principal Investigator and Principal Applicant, please see the ☑ annotated guidelines. A Principal Applicant is an undergraduate student, graduate student or post-doctoral fellow who will be the lead researcher (for their thesis, dissertation, project, etc.) for this study. A Principal Applicant will be granted "View and edit" access by default, and will receive notifications related to the study. If the project has more than one Principal Applicant, the additional individuals should be listed under section A.3 Research Team Members.
		
		Does this application have a principal applicant (UVic student or post-doc conducting this research for their academic degree)?
		
		⦿ Yes ◯ No
		
		PA name
		`Start typing then select`
		
		PA email
		`[                    ]`
		
		PA department
		`Start typing to narrow the options...` ▾
		
		PA position
		`Select` ▾

7	Go to *Section A.3* and select *Add new* to add other research team members. If more than one Principal Investigator and/or Principal Applicant, add additional individual(s) under Section A.3.	**3. Research team members** *Individuals and organizations involved in conducting your research. This includes co-principal investigators, additional principal applicants, co-investigators, other UVic students, assistants (paid or unpaid), community organizations, and clients. Team members listed will have "no access" to application as a default. You cannot assign access to team members without Netlink ID. If they need a Netlink ID go to the ☑ Affiliate Identity Management System and click on the 'Sponsor' tab to start the process. Once you get the Netlink ID you have to re-enter their name and give access permission to the application.* **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.** **DO NOT add the PI or PA to this table as that will cause technical permission issues.** *Access:* ✎ View and edit project 👁 View only ✉ Receive notifications $ Contribute funding | Name	Email	Role in the project	Institutional affiliation	✎	👁	✉	$	Remove
---	---	---	---	---	---	---	---	---	 **+ Add new**

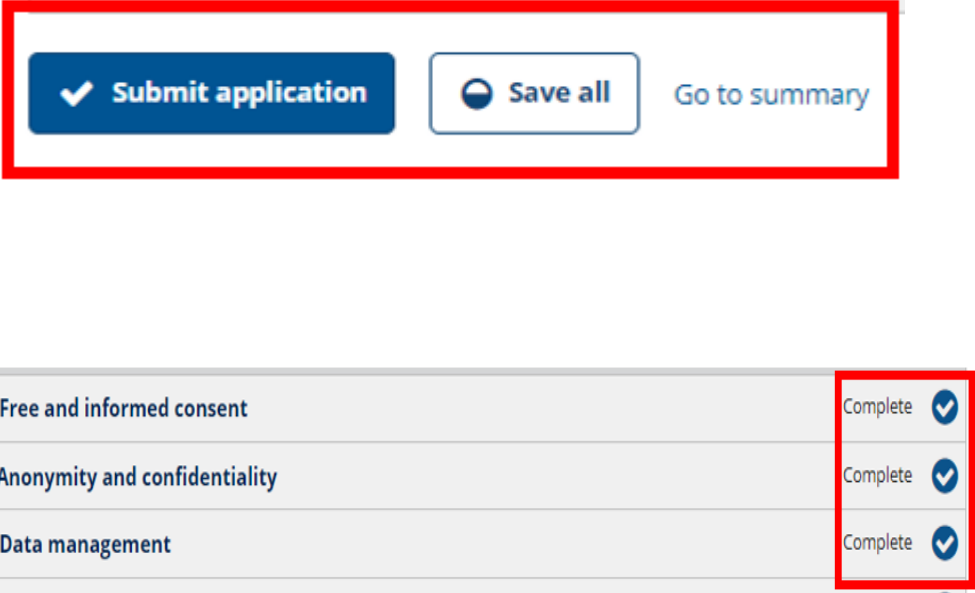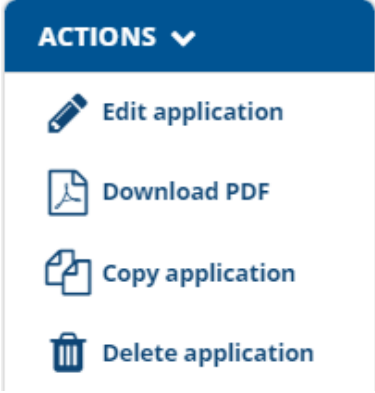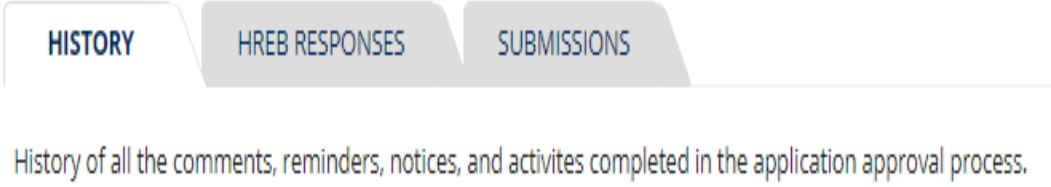|	Instructions	Screenshot
8	To add a new team member start typing their name. Only team members will Netlink ID will appear in drop down list, and only people with Netlink ID can be granted access to RAIS. NOTE: you can add team members without Netlink ID however you will not be able to grant them access to RAIS. You can also apply for an affiliated Netlink ID for non-UVic researchers.	**3. Research team members** *Individuals and organizations involved in conducting your research. This includes co-principal investigators, additional principal applicants, co-investigators, other UVic students, assistants (paid or unpaid), community organizations, and clients. Team members listed will have "no access" to application as a default. You cannot assign access to team members without Netlink ID. If they need a Netlink ID go to the ☑ Affiliate Identity Management System and click on the 'Sponsor' tab to start the process. Once you get the Netlink ID you have to re-enter their name and give access permission to the application.* **DO NOT add the PI or PA to this table as that will cause technical permission issues.** Access: ✏ View and edit project 👁 View only ✉ Receive notifications $ Contribute funding | Name	Email	Role in the project	Institutional affiliation	✏	👁	✉	$	Remove | + Add new

	Instructions	Screenshot
9	***Assign access*** to your team members based on their role: • View and edit project • View only • Receive notifications • Contribute funding** Note: Only team members with ***View and edit*** access can edit the application. ** Pending future system release.	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. DO NOT add the PI or PA to this table as that will cause technical permission issues. Access: ✏ View and edit project 👁 View only ✉ Receive notifications $ Contribute funding **Name** **Email** **Role in the project** **Institutional affiliation** ✏ 👁 ✉ $ **Remove** ➕ Add new
10	Make sure to save your work before navigating outside the application page.	⊖ Save all Go to summary
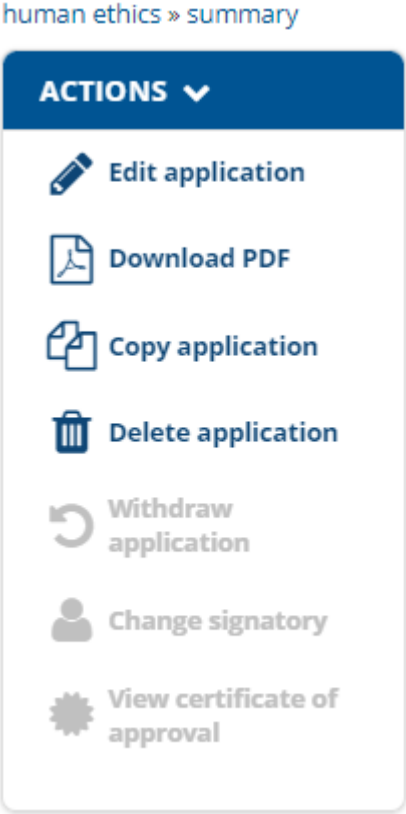
Instructions	Screenshot
11 Add project documents under *Attachments*. Note: Document requirements vary between application types. TIP: Label all documents with a title and version number. TIP: Save documents as PDF wherever possible.	

	Instructions	Screenshot
12	Select the appropriate *designate* to sign-off on your application. Signatories include the Chair, Director, Dean or their designate. Team members (including PI) cannot be selected as signatory.	**– T. Signatory/Departmental sign-off** Not started ○ Select the Chair/Director/Dean or their designate to sign-off on this application for submission. Once signed-off, the application will be submitted to the Human Research Ethics Board for review. ❓ By signing-off the application, the signatory is affirming that adequate research infrastructure is available for the conduct and completion of this research project. ❓ **Signatory name** Start typing then select
13	Before submitting your completed application to the signatory, Principal Investigators must read the terms and conditions. Select I Agree.	By submitting this application as the principal investigator, I affirm that: ▪ 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. ☐ I Agree ✔ Submit ⬛ Save all Exit

	Instructions	Screenshot
14	By selecting **Submit application,** an electronic workflow is created requesting the signatory's approval on your application. Once signed-off, your application will be submitted electronically to the HRE for review. TIP: All sections must be marked as **Complete** before an application can be submitted.	
	TIP: The project page for your application shows where your application is in the submission and approval process. TIP: **Click on** the status text for more information.	

	Instructions	Screenshot
16	TIP: *Download* your application as a PDF or *create a copy* of your application to use for a new application.	**ACTIONS** ⌄ ✏️ **Edit application** 📄 **Download PDF** 📑 **Copy application** 🗑️ **Delete application**
17	TIP: The *History* tab lists all activities completed in the application approval process. Under *HREB responses*, you will find the Notice of Review document once your application has been reviewed. All the submitted versions of your application are listed under *Submissions*.	**HISTORY** HREB RESPONSES SUBMISSIONS History of all the comments, reminders, notices, and activites completed in the application approval process.

	Instructions	Screenshot
18	Applications may be *deleted* at any time *prior to submission.* You can make a copy of your application regardless of the status of the application (even once the protocol is closed) Applications may be *withdrawn* once submitted, but *prior to approval.* Note: You can change the signatory once the application is submitted to signatory, but before they sign-off on the application.	human ethics » summary **ACTIONS ∨** ✏ **Edit application** 📄 **Download PDF** 📑 **Copy application** 🗑 **Delete application** ↺ Withdraw application 👤 Change signatory ✺ View certificate of approval