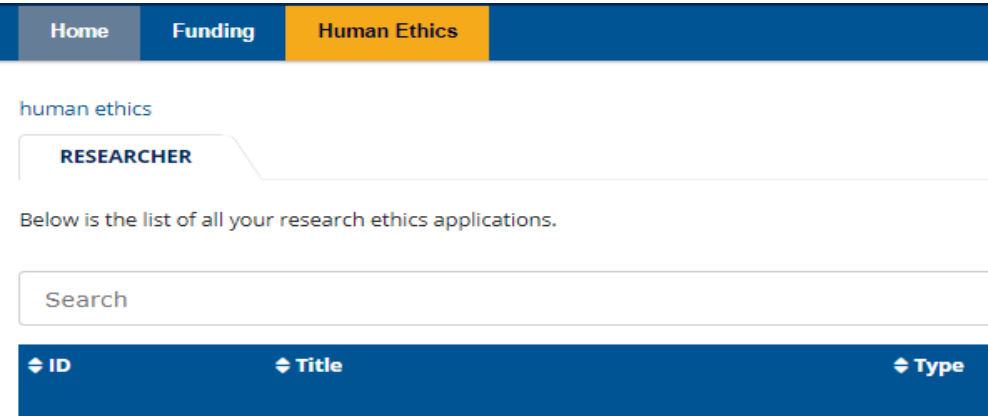


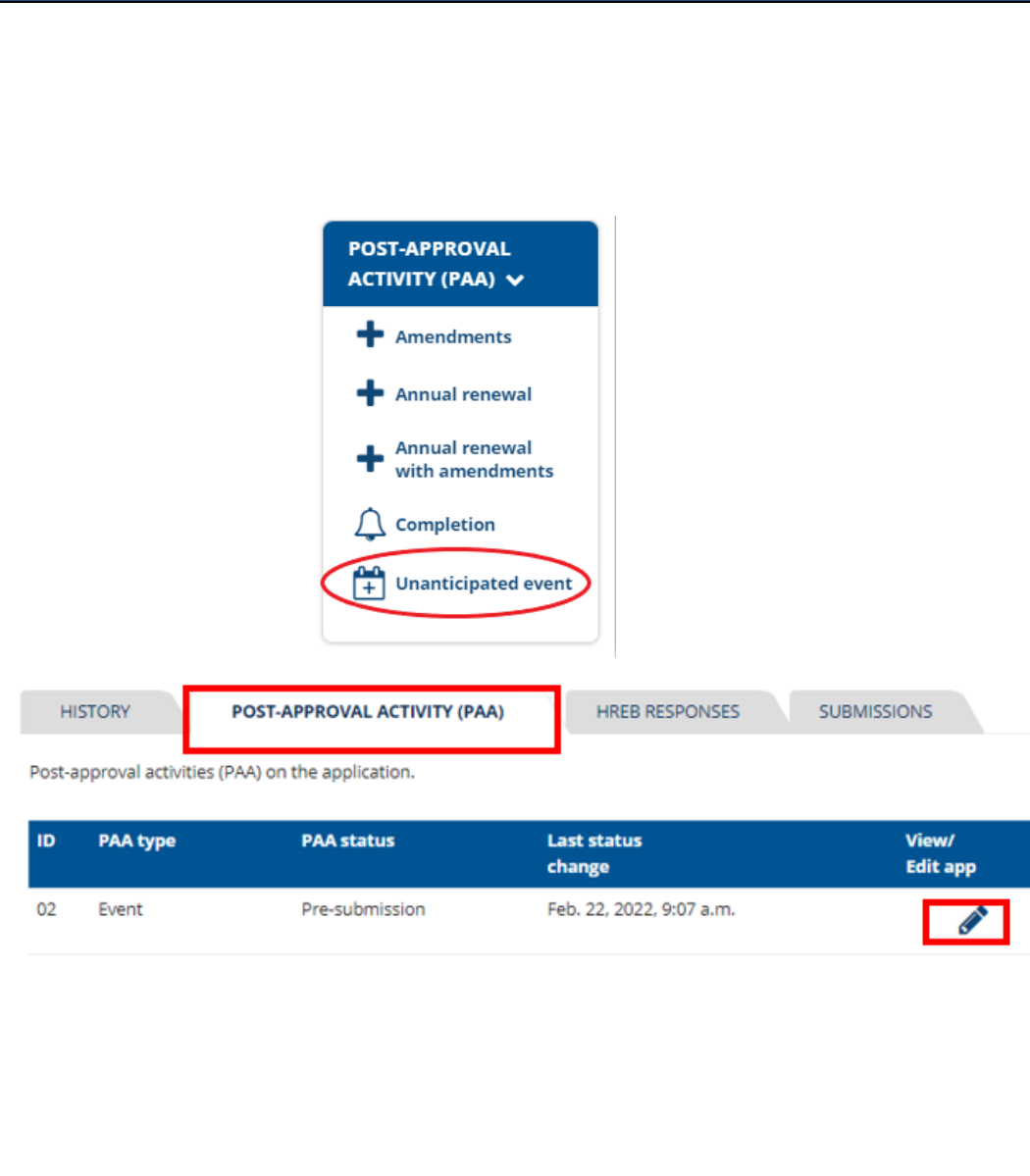



Submit Unanticipated Event Form for an approved application on RAIS

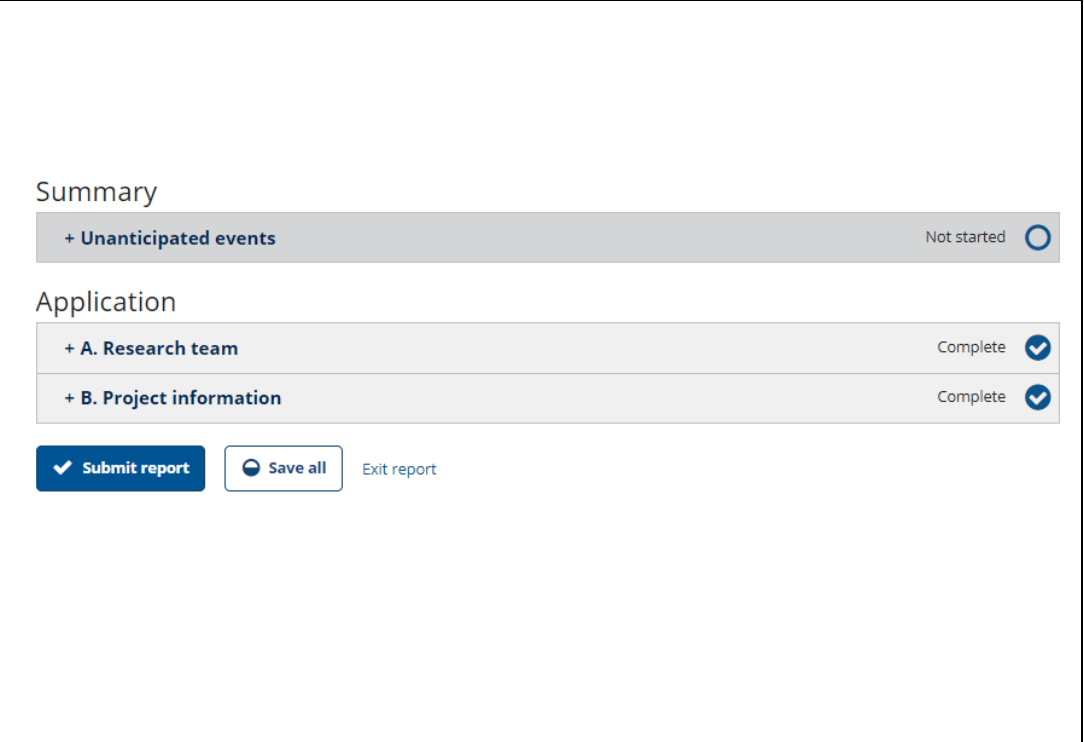
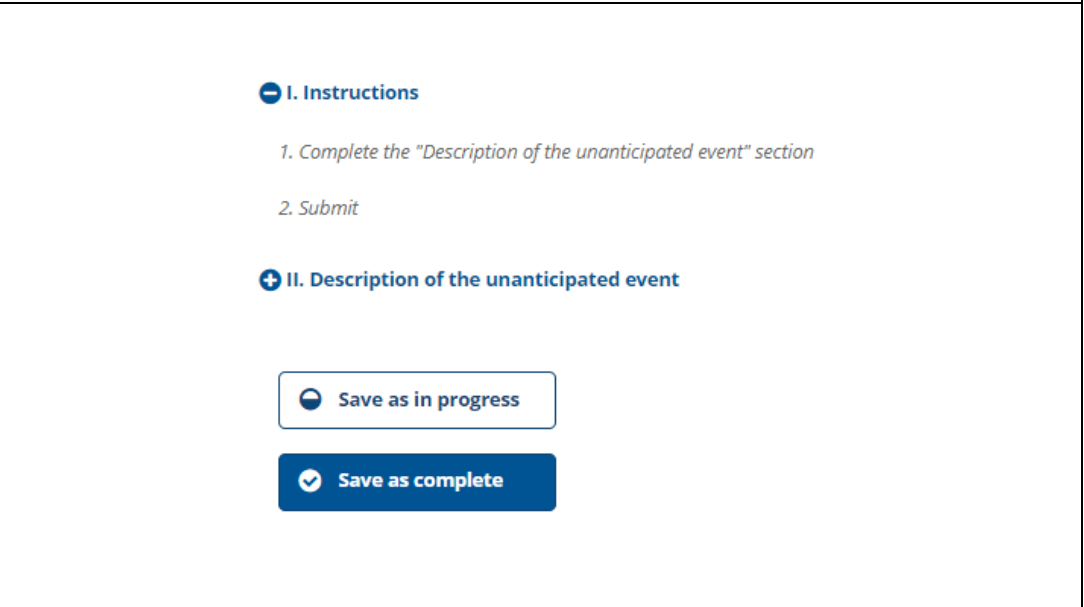
Basic navigation for users creating and submitting an unanticipated event form for research ethics application approved on Research Administration Information System (RAIS). Additional resources for users are available in [RAIS login and support page](#).

Instructions for creating and submitting an unanticipated event form for harmonized application, approved on the Provincial Research Ethics Platform (PREP) start on page 5 of this guidance document

	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 unanticipated event form.</i></p> <p>! <i>Once the PI has started the unanticipated form 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 unanticipated form for review.</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> <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>

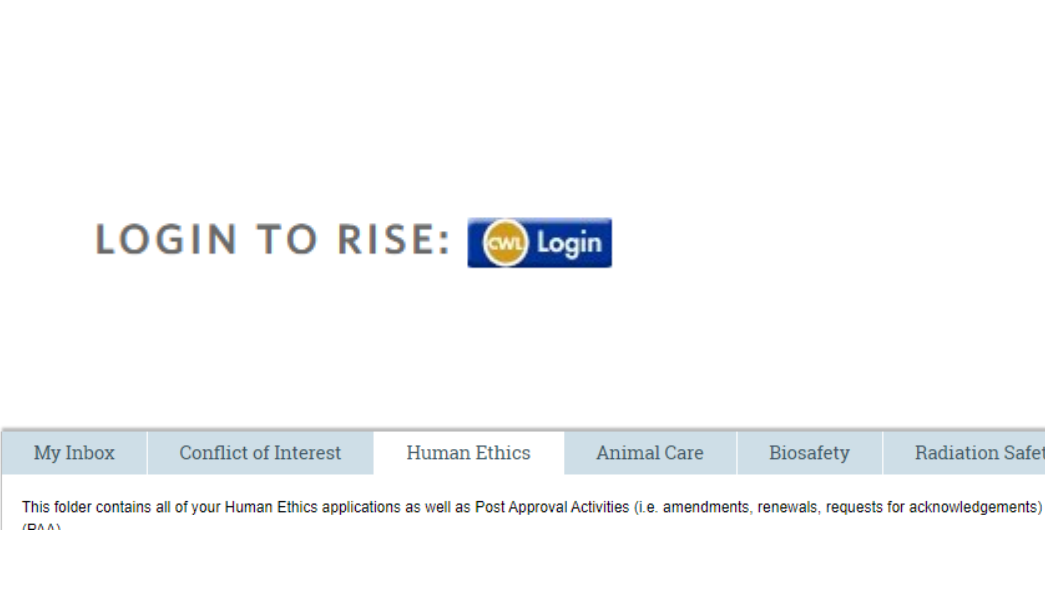

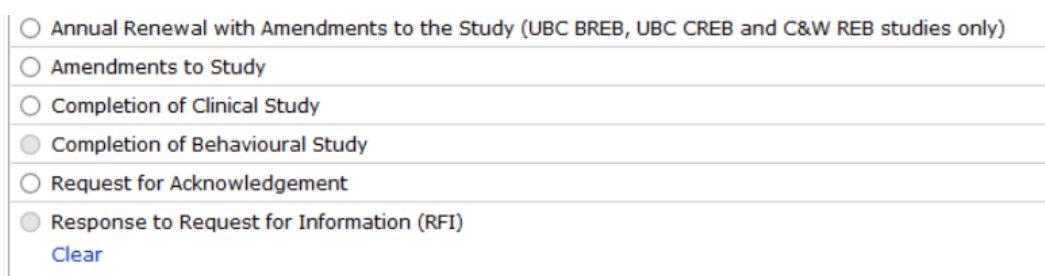
	Instructions	Screenshot
2	From the “Human Ethics” page select the application you need to submit the unanticipated event form for.	 <p>The screenshot shows a web interface with a top navigation bar containing 'Home', 'Funding', and 'Human Ethics' (highlighted in orange). Below the navigation bar, the text 'human ethics' is displayed. A tab labeled 'RESEARCHER' is active. The main content area states: 'Below is the list of all your research ethics applications.' Below this text is a search bar with the placeholder 'Search'. At the bottom, a table header is visible with columns: 'ID', 'Title', and 'Type', each preceded by a small icon.</p>

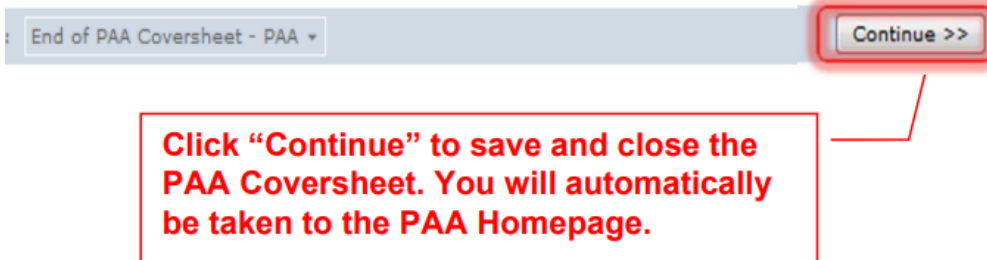
	Instructions	Screenshot										
3	<p>Once in the Project Page select the "Unanticipated event"</p> <p>When initiated, the unanticipated event form can be found under the "Post-approval activity (PAA)" tab.</p> <p>You should now be able to edit the application by clicking on the edit icon next to the amendment.</p>	 <p>The screenshot displays the 'POST-APPROVAL ACTIVITY (PAA)' dropdown menu, which includes options: Amendments, Annual renewal, Annual renewal with amendments, Completion, and Unanticipated event (highlighted with a red circle). Below this, the 'POST-APPROVAL ACTIVITY (PAA)' tab is selected in the main interface. The table below shows the details of the post-approval activities.</p> <table><tr><th>ID</th><th>PAA type</th><th>PAA status</th><th>Last status change</th><th>View/ Edit app</th></tr><tr><td>02</td><td>Event</td><td>Pre-submission</td><td>Feb. 22, 2022, 9:07 a.m.</td><td></td></tr></table>	ID	PAA type	PAA status	Last status change	View/ Edit app	02	Event	Pre-submission	Feb. 22, 2022, 9:07 a.m.	
ID	PAA type	PAA status	Last status change	View/ Edit app								
02	Event	Pre-submission	Feb. 22, 2022, 9:07 a.m.									

	Instructions	Screenshot
4	<p>Completing the “Summary” first (see instructions at the top of the summary form).</p> <p>Then go to relevant sections under “Application” to make the changes.</p>	 <p>The screenshot shows the 'Summary' and 'Application' sections of a report form. The 'Summary' section has a header 'Summary' and a sub-section '+ Unanticipated events' with a status 'Not started' and a circular progress indicator. The 'Application' section has a header 'Application' and two sub-sections: '+ A. Research team' with a status 'Complete' and a checkmark, and '+ B. Project information' with a status 'Complete' and a checkmark. At the bottom of the Application section, there are three buttons: 'Submit report' (blue with a checkmark), 'Save all' (white with a circular arrow), and 'Exit report' (text link).</p>
5	<p>Save your work as each section is completed.</p>	 <p>The screenshot shows the 'Instructions' and 'Description of the unanticipated event' sections of a report form. The 'Instructions' section has a header 'I. Instructions' and two numbered steps: '1. Complete the "Description of the unanticipated event" section' and '2. Submit'. The 'Description of the unanticipated event' section has a header 'II. Description of the unanticipated event'. At the bottom of the section, there are two buttons: 'Save as in progress' (white with a circular arrow) and 'Save as complete' (blue with a checkmark).</p>

	Instructions	Screenshot										
6	<p>Once all the changes are made you as the PI will have the option to submit the report, save the information and/or exit the report.</p> <p>You can return to it later by going to the “Post-Approval Activity (PAA)” tab.</p> <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>	<div><div>Summary</div><div><div>+ Unanticipated events</div><div>Not started</div></div></div> <div><div>Application</div><div><div>+ A. Research team</div><div>Complete</div></div><div><div>+ B. Project information</div><div>Complete</div></div></div> <div><div><div>Submit report</div><div>Save all</div><div>Exit report</div></div></div> <div><div>HISTORY</div><div>POST-APPROVAL ACTIVITY (PAA)</div><div>HREB RESPONSES</div><div>SUBMISSIONS</div></div> <div><div>Post-approval activities (PAA) on the application.</div><table><tr><th>ID</th><th>PAA type</th><th>PAA status</th><th>Last status change</th><th>View/ Edit app</th></tr><tr><td>02</td><td>Event</td><td>Pre-submission</td><td>Feb. 22, 2022, 9:07 a.m.</td><td></td></tr></table></div>	ID	PAA type	PAA status	Last status change	View/ Edit app	02	Event	Pre-submission	Feb. 22, 2022, 9:07 a.m.	
ID	PAA type	PAA status	Last status change	View/ Edit app								
02	Event	Pre-submission	Feb. 22, 2022, 9:07 a.m.									

Instructions for submitting the Unanticipated event report form on the Provincial Research Ethics Platform – PREP (harmonized studies)

	Instructions	Screenshot
1	<p>Go to PREP: https://www.rise.ubc.ca/ and login with your Campus Wide Login credentials.</p> <p>Select the application you want to submit the event form for.</p> <p>(The RISE/PREP guide will have more detailed instructions on starting the acknowledgement form on RISE/PREP)</p>	
2	<p>Click on the “New Post Approval Activity” action button to start the PAA.</p>	
2	<p>From the list of post-approval activities, select “Request for Acknowledgment” option to start completing the form.</p>	

	Instructions	Screenshot
3	Under the "Nickname" field make sure you put the following: "Unanticipated event report"	<p>* Nickname</p> <p>Enter a nickname for this PAA. What would you like this PAA to be known as to the Principal Investigator and study team?</p> <p>(If you are notifying the REB of a protocol deviation or an unanticipated event or local serious adverse event please include the words "protocol deviation" or "unanticipated event" or "local SAE" as applicable in the nickname)</p> <input type="text" value="Unanticipated event report"/>
4	In the meantime, complete UVic's " Unanticipated event form " in MS Word format and add it as an attachment to section 1.b of the "Request for Acknowledgement"	<p>1.B. DOCUMENTS</p> <p>Attach documents for this submission. The filenames you enter when attaching documents will appear "AS IS" on the REB Acknowledgement Certificate.</p> <div> <input type="button" value="+ Add"/> </div> <div> <p>Title</p> <p>There are no items to display</p> </div>
5	Once you reach the end of the coversheet, click "Continue" to be taken to the PAA homepage.	
6	<p>In the PAA homepage you have the option to submit the PAA form or edit it further.</p> <p>Only the PI has the option to submit the form for review.</p>	