

**Applying for Human Research Ethics Approval in Summer 2018?**  
**Important Changes for Faculty Supervisors of Students and Student Researchers**  
**New Human Research Ethics Electronic System Coming in Summer 2018!**

May 8, 2018

**To Faculty Supervisors of Student Researchers**

An electronic *Research Administration Information System* (UVic-RAIS) will be launched in summer 2018 for the human research ethics review and certification process. <https://www.uvic.ca/research/conduct/home/forms/rais/index.php>

**This memo concerns only those students who will apply for human research ethics approval, for new research projects, in the new Electronic System, called “UVic-RAIS”. Anticipated launch of UVic-RAIS is July 30, 2018.**

**If you have questions, please contact: Human Research Ethics Office 250-472-4545 or [ethics@uvic.ca](mailto:ethics@uvic.ca) [ethicsassist@uvic.ca](mailto:ethicsassist@uvic.ca)**

Student researchers and Post-Doctoral Fellows will no longer be able to hold the title “Principal Investigator” (PI) when applying for human research ethics approval on the *UVic-RAIS system*.

Only faculty will be able to hold the “Principal Investigator” designation. **Faculty supervisors will need to log-in to the *UVic-RAIS system* first to initiate the research ethics application form for their student (See page 2).**

Student researchers and Post-Doctoral Fellows conducting their own project, thesis, or dissertation will hold the title “Principal Applicant” (PA). In such cases, the faculty supervisor will be the PI.

**The designations are for administrative purposes and do not change anyone’s role in the research.**

**Research ethics approval certificates will include both the faculty member (PI) and student (PA) names.**

Certificate of Approval			
PRINCIPAL INVESTIGATOR:	Marie Curie	(Supervisor)	ETHICS PROTOCOL NUMBER: 19-123
			Minimal Risk Review - Delegated
PRINCIPAL APPLICANT:	Pierre Curie	Master's Student	ORIGINAL APPROVAL DATE: 28-Apr-19
			APPROVED ON: 28-Apr-19
UVic DEPARTMENT:	PHYS		APPROVAL EXPIRY DATE: 27-Apr-20
PROJECT TITLE:	Revised Certificate of Approval		

Screen shot of the change, as reflected in the certificate of approval (the final formatting may differ slightly but the information will be the same).

## **Frequently Asked Questions**

### **How will the new system impact applying for research ethics approval?**

Faculty supervisors log into the RAIS system with their UVic Netlink IDs and initiate a new application under their own name as “PI,” and add their student’s name as “PA.” Adding the student’s name grants access to the student.

When access is granted, the student completes the identified ethics application.

When the application is complete, the supervisor electronically forwards the application to the chair/director/dean for departmental sign-off.

When sign-off is complete, the application is directly submitted to the Human Research Ethics Office. After the ethical review, students will be able to make revisions to the ethics application.

### **Why this change and why now?**

As mandated by the Tri-Agencies and in compliance with national human research ethics guidelines, only faculty are permitted to hold research accounts at the university.

The change to the PI designation brings faculty members’ roles in line with their responsibilities as account holders *and* supervisors of student researchers. The designation is also consistent with practices already in place at other BC and Canadian universities.

The development and launch of the new electronic system (UVic-RAIS) provided an opportunity for the Associate VP Research Operations and Human Research Ethics Board to make this key change.

### **Will the “PI” and “PA” designations impact students’ and supervisors’ roles in research?**

The designations are for administrative purposes only. They do not change anyone’s role in the research. (Student and Post-Doctoral Fellow authorships, for example, will not be impacted by the designations.)

Students will continue to be recognized by the University and by the Human Research Ethics Board as the lead in their project, thesis, or dissertation.

Supervisors will continue to be recognized by the University and by the Human Research Ethics Board as being responsible for the conduct of students’ research and for providing guidance.

### **Why this change if there is no funding in a study?**

Even in the absence of research funding for a specific study, the PI designation can apply only to faculty. Faculty are eligible to hold research accounts. Students are not eligible to hold research accounts.

### **How much extra time will be involved for me as a supervisor?**

In the RAIS system, the estimated time for a supervisor to initiate a new application form and grant access to a specific student should take no more than 3-4 minutes.

The estimated time for a supervisor to forward the student’s completed ethics application to their chair/director/dean should take no more than 2 minutes.

**What if a supervisor or a student does not know what to do?** There will be quick guides and tutorials available online, regular training sessions, and drop-in sessions.