



University
of Victoria

For faculty members conducting your own research or supervising a UVic student researcher (undergraduate, graduate, post-doctoral fellow) ...

As a Principal Investigator I can

- Login to UVic-RAIS
- Start a new application
- Assign the Principal Applicant - PA (student conducting their own research)
- Assign research team member(s) with appropriate access to the application: 'View and Edit', 'View', 'Contribute funding', 'Notifications'.
- Edit the application
- Assign Signatory (chair/director/dean or their designate)
- Submit application
- View Notice of Ethical Review
- Re-submit application that required changes (pre and post review)
- View Certificate of Approval
- Submit post-approval activity applications(amendments, annual renewals, project completions, unanticipated event reports, request to change the PI)
- Receive notifications related to the application (from the system notifying you of an activity; from signatory; from research ethics office, including annual renewal reminders)

(See second page for some additional feature available to PI)

Human Research Ethics Office contact: 250-472-4321; 250-472-4545
or email: ethics@uvic.ca; ethicsassist@uvic.ca



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As a PI I can also

- Change Signatory if the person I initially sent the application to is not available
- Delete application at any point before it is submitted for sign-off (deleted applications are removed from the list, and will no longer be available)
- Withdraw application once it is submitted (withdrawn applications cannot be re-submitted, but can be copied)
- Copy application (the copied applications will not have a title, principal applicant info, research team info, funding or any attachments).
- Print application
- Download as PDF at any point, to keep for my file or share with collaborators without Netlink ID or access to the application
- See the status of my application in the home page, project page (diagram, summary and history table)
- Contact Human Research Ethics office if I need help with the application.

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