



Quick Tips for Faculty Members & Faculty Supervisors of Student Research

This document is an overview of how faculty submit an application for their own research. Please refer to Quick Guides “Create a research ethics application” in the Guidance tab of this website for step-by-step instructions with screen shots.

This document also provides an overview for when your student’s research requires ethical review.

Only faculty members can start an application in UVic-RAIS and submit the application to the chair, director or dean for sign-off.

Students/Post-doctoral fellows CANNOT start an ethics application for their capstone project, thesis or dissertation, nor can they submit the application for departmental sign-off.

Faculty member logs in to UVic-RAIS using their UVic Netlink ID from one of the following:

- The [Human Research Ethics](#) website
- The UVic “My Page” under “Online Tools”

VPN Requirement:

If you are accessing RAIS off-campus make sure that your device is connected to **Virtual Private Network (VPN)**. Otherwise, you will be taken to a white screen with an error message.

Faculty member starts the application in RAIS

1. You are now in the RAIS homepage (“Hello Jane Doe”). Click “Start new application” (top right corner) to initiate the Standard Application, Course-based or Anonymized Data/Biological Materials Application.
2. Insert your department and position under section A.1 “Principal Investigator.” *Only UVic faculty can hold the PI designation.*
3. Insert your UVic student’s name under “Principal Applicant” (*this grants your student permission to access the application*) and any UVic team members in section A.3 Research team members.
 - *If the person you want to add does not have a UVic NetLink ID you will need to obtain a UVic NetLink for them by contacting the UVic HelpDesk*

4. A) You fill-out the ethics application form and upload appendices. **System will not auto save. Save your work frequently!**

OR

- B) Faculty member is ready for student to complete the application:
- When your student is conducting a capstone project, thesis or dissertation and the application requires ethical review, make sure you add the student's name under "Principle Applicant."
 - Save the application.
 - Log-out of UVic-RAIS.
 - Tell your student (email or talk with them!) that the application is ready in the system for them to fill out.
 - Instruct the student to log-in to RAIS with their UVic-Netlink ID to work on the application and tell you when they have completed it. **System will not auto save. The student should save their work frequently!**
 - Check that the student's work and application is complete.

Faculty Member requests sign off by your chair, director or dean

5. Select the name of your chair/director/dean. This individual is the approver/signatory or acting approver. *Use drop-down menu to find their name.*
6. Click "submit." The application will automatically be sent to your departmental chair/director/dean for their sign-off.
7. When your chair/director/dean signs off on the application, it is **submitted directly and automatically to the Research Ethics Office**. *The application will not go to you. The sign-off date will be viewable to you and your student in the "History tab" of the application.*

Notifications and making required changes

8. You (as faculty member "Principal Investigator"), your student (as Principal Applicant), and any team member with "Notifications" permissions will receive a notification about the outcome of the review. Log-in to UVic-RAIS to view the details of the notification
9. You, your student, team member with "View and Edit" permissions submit the required changes to the application form sections as instructed in the "Notice of Ethical Review."
 - If changes are required in any application appendices (e.g., consent forms, recruitment posters, letters of invitation etc.) these individual documents/appendices must be uploaded with the changes marked using underline, ~~strikethrough~~, **highlights**, CAPS, etc.
10. You, your student, and team member with "Notification" permissions will receive a notification of approval when all changes have been completed or if there were no required changes.
 - The Certificate of Ethical Approval will be viewable as a PDF

View the status of the application

You, your student and research team members can view the status of the application any time on the home page of the application (see diagram below).



The home page for a given application will show the application's title at the top of the page (e.g., "A study about university life")