Submitting required changes to your research ethics application and appendices

This quick guide describes how to submit changes to your research ethics application within the Research Administration Information System (RAIS).

- Revising the ethics application form
- Managing and uploading appendices

Principal Investigators (PI), Principal Applicants (PA), and anyone with View and edit permission to the application can submit changes when the application has undergone an ethical review or has been returned by the Ethics office.

Additional resources for users are available at: [www.uvic.ca/userais](http://www.uvic.ca/userais).

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<tr>
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<th>Instructions</th>
<th>Screenshot</th>
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<tr>
<td>1</td>
<td>Click on the big blue button located in the right hand corner of the RAIS Support and Human Research Ethics web pages. Log-in to RAIS with your Netlink ID and password</td>
<td><img src="image" alt="SIGN IN TO RAIS" /></td>
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| **2** | From the home page, click on the application in the “Researcher” tab.  
TIP: Principal Investigators (PI), Principal Applicants (PA), and anyone with View and edit access can submit changes to the application that has been reviewed or returned by the Ethics office. | ![Human Research Ethics Applications](image) |
| **3** | Select Edit Application to add or revise content in your application form.  
**NB:** In edit mode, the system WILL NOT highlight/track the changes on the application form as you add or remove text. The changes WILL be highlighted/tracked and visible upon submitting the application back to the Ethics Office (under Submissions tab). | ![Actions](image) |
| **4** | TIP: The application form has multiple sections that expand or collapse as needed.  
*Click on* each section to access and complete the required fields. | ![Human Research Ethics Standard Application #18-0073](image) |
### Instructions

Save your work as you make revisions to the required sections of the application form.

**TIP:** All sections must be marked as **Complete** before the revised application form can be submitted. This helps if it takes you more than one sitting to make changes.

**NB:** In edit mode, the system **WILL NOT** highlight/track the changes on the application form as you add or remove text. The changes **WILL** be highlighted/tracked and visible upon submitting the application back to the Ethics Office (under **Submissions** tab).

#### MANAGING and UPLOADING APPENDICES with REQUIRED CHANGES

a) remove old version of appendix from the section where it was uploaded; b) underline newly addressed text and use strike-through to show removed text; c) upload revised individual appendix.

**TIP:** Do not remove or upload appendices for which changes were not required.
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<td></td>
<td>Make sure not to upload one word document containing all the appendices together (poster, surveys, interview questions, all consent forms).</td>
<td><img src="image1.png" alt="Document Requirements Table" /></td>
</tr>
<tr>
<td></td>
<td>Uploading separate appendices will make it easier for you and the ethics staff to manage and identify your revised and approved document versions.</td>
<td><strong>Upload</strong></td>
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<td>TIP: Please use PDF for documents wherever possible.</td>
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<td>8</td>
<td>Once all revisions to the application form and/or attachment documents are complete, you can re-submit your application directly to the Ethics office.</td>
<td><img src="image2.png" alt="Submission Options" /></td>
</tr>
<tr>
<td></td>
<td>Select Submit application.</td>
<td><strong>Submit application</strong></td>
</tr>
<tr>
<td></td>
<td>TIP: Anyone with View and edit access can re-submit an application.</td>
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<td>9</td>
<td>TIP: The home page for your application shows where your application is in the submission and approval process.</td>
<td><img src="image3.png" alt="Application Approval Process" /></td>
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<td>10</td>
<td>The <em>Submissions</em> tab, found on the home page of your application will show all versions of the application you have submitted to the Ethics office.</td>
<td><img src="image" alt="Screenshot of Submissions tab" /></td>
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All different versions of the application that were submitted to the Ethics Office.