

Submitting required changes to your research ethics application and appendices

This quick guide describes how to submit changes to your research ethics application (**instructions for re-submitting amendments start on page 6**) within the Research Administration Information System (RAIS).


- Revising the ethics application form (**instructions for re-submitting amendments start on page 6**)
- Managing and uploading appendices


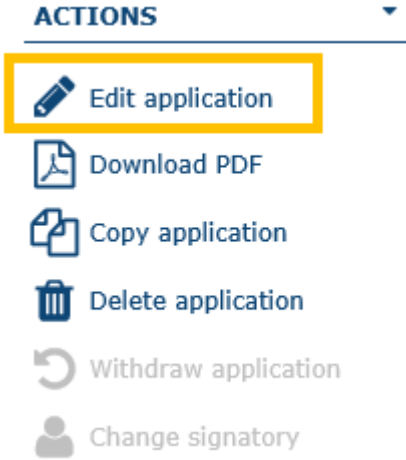
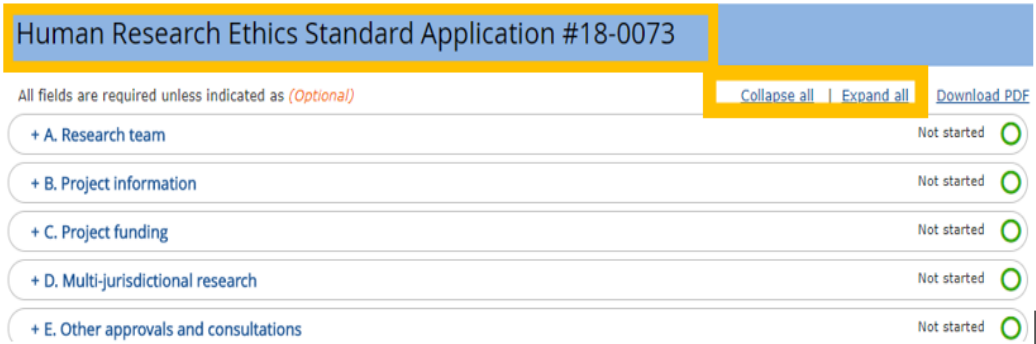
Principal Investigators (PI), Principal Applicants (PA), and anyone with *View and edit permission on the application* can submit changes when the application has undergone an ethical review or has been returned by the Ethics office.

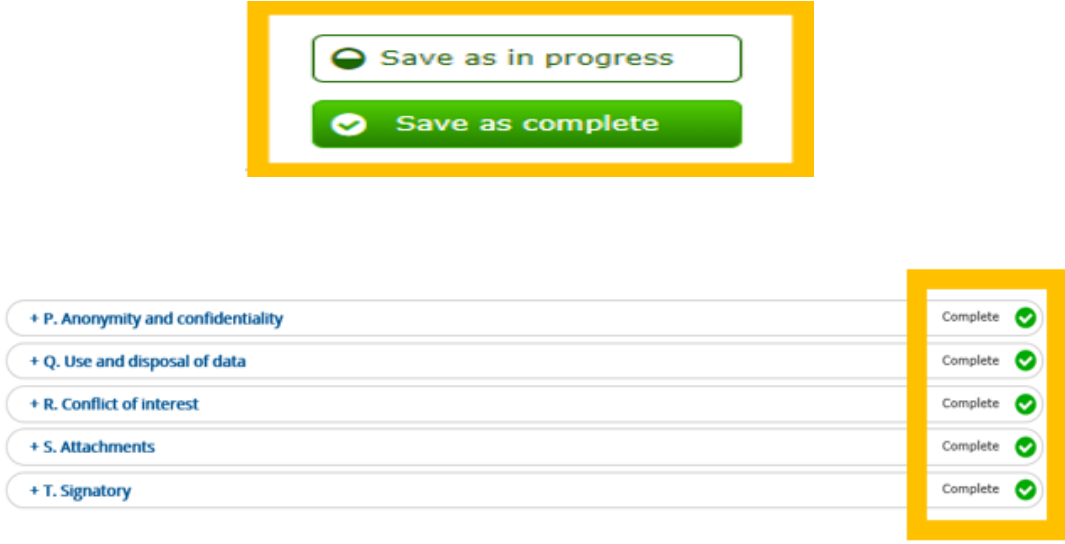

Additional resources for users are available at: www.uvic.ca/userais.

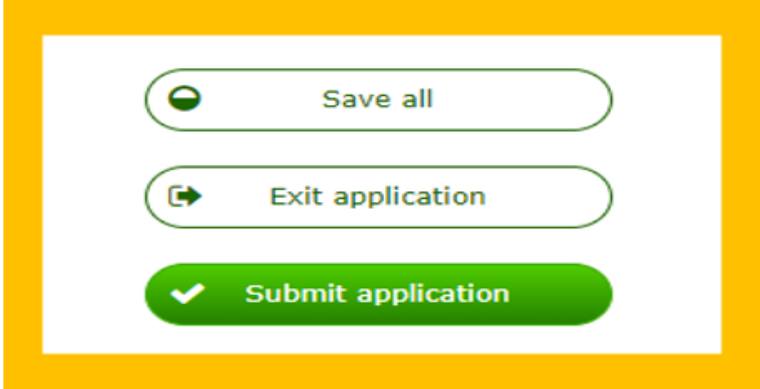

VPN Requirements:

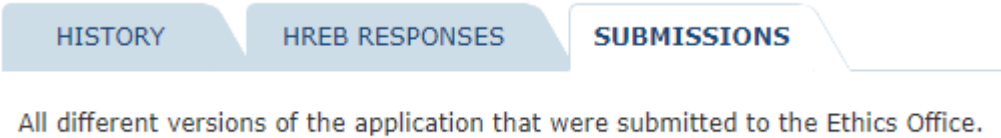
If you are accessing RAIS off-campus make sure that your device is connected to Virtual Private Network ([VPN](#)). Otherwise, you will be taken to a white screen with an error message.

#	Instructions	Screenshot
1	<p>Click on the big blue button located in the right hand corner of the RAIS Support and Human Research Ethics web pages.</p> <p>Log-in to RAIS with your Netlink ID and password</p>	

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2	<p>From the home page, click on the application in the “Researcher” tab.</p> <p>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.</p>	 <p>Human Research Ethics Applications</p> <p>RESEARCHER</p> <p>Below is the list of all your research ethics applications.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Title</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>18-0067</td> <td>Another application from me</td> <td>Standard</td> </tr> <tr> <td>18-0066</td> <td>Copy of 18-0057</td> <td>Standard</td> </tr> </tbody> </table>	ID	Title	Type	18-0067	Another application from me	Standard	18-0066	Copy of 18-0057	Standard
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3	<p>Select Edit Application to add or revise content in your application form.</p> <p>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).</p>	 <p>ACTIONS</p> <ul style="list-style-type: none"> Edit application Download PDF Copy application Delete application Withdraw application Change signatory 									
4	<p>TIP: The application form has multiple sections that expand or collapse as needed.</p> <p>Click on each section to access and complete the required fields.</p>	 <p>Human Research Ethics Standard Application #18-0073</p> <p>All fields are required unless indicated as <i>(Optional)</i> Collapse all Expand all Download PDF</p> <ul style="list-style-type: none"> + A. Research team Not started + B. Project information Not started + C. Project funding Not started + D. Multi-jurisdictional research Not started + E. Other approvals and consultations Not started 									

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5	<p>Save your work as you make revisions to the required sections of the application form.</p> <p>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.</p> <p>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).</p>	 <p>The screenshot shows two buttons: 'Save as in progress' (light green) and 'Save as complete' (dark green). Below them is a list of sections: P. Anonymity and confidentiality, Q. Use and disposal of data, R. Conflict of interest, S. Attachments, and T. Signatory. To the right of this list is a vertical column of 'Complete' status indicators, each with a green checkmark. A yellow box highlights the 'Save as complete' button and the 'Complete' status indicators.</p>										
6	<p>MANAGING and UPLOADING APPENDICES with REQUIRED CHANGES</p> <p>a) remove old version of appendix <u>from the section where it was uploaded</u>; b) underline newly addressed text and use strike-through to show removed text; c) upload revised <u>individual</u> appendix.</p> <p>TIP: Do not remove or upload appendices for which changes were not required.</p>	 <p>The screenshot shows the 'Supporting documents' section. It includes a link to 'Important Changes for Student Researchers and Their Supervisors.pdf' and a trash icon. Below this is a table with columns: App. version, Section, Descriptive name, File name, and Type of document. A red arrow points to the 'Upload' button below the table. Another red arrow points to the trash icon next to the document entry.</p> <table border="1" data-bbox="576 1528 1453 1743"> <thead> <tr> <th>App. version</th> <th>Section</th> <th>Descriptive name</th> <th>File name</th> <th>Type of document</th> </tr> </thead> <tbody> <tr> <td>V0.2</td> <td>E.2</td> <td>test</td> <td>Important_Changes_for_Student_Researchers_and_Their_Supervisors.pdf</td> <td>Other REB approvals</td> </tr> </tbody> </table>	App. version	Section	Descriptive name	File name	Type of document	V0.2	E.2	test	Important_Changes_for_Student_Researchers_and_Their_Supervisors.pdf	Other REB approvals
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8	<p>Once all revisions to the application form and/or attachment documents are complete, you can re-submit your application directly to the Ethics office.</p> <p>Select Submit application.</p> <p>TIP: Anyone with View and edit access can re-submit an application.</p>																	
9	<p>TIP: The home page for your application shows where your application is in the submission and approval process.</p>																	

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10	<p>The <i>Submissions</i> tab, found on the home page of your application will show all versions of the application you have submitted to the Ethics office.</p>	 <p>HISTORY HREB RESPONSES SUBMISSIONS</p> <p>All different versions of the application that were submitted to the Ethics Office.</p>


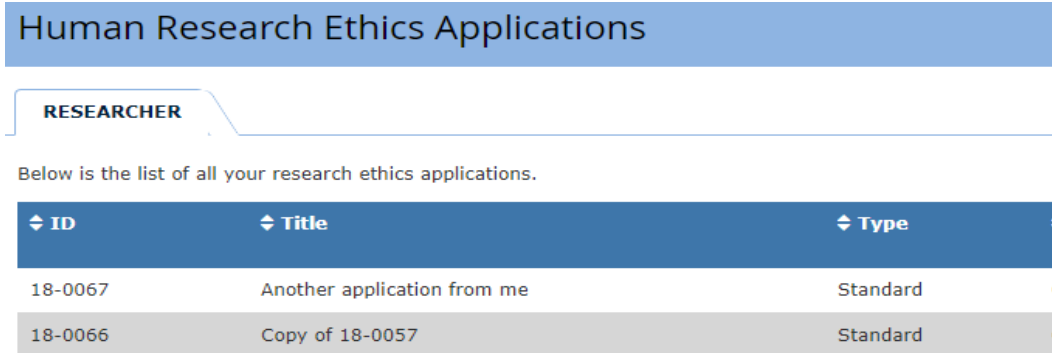
Submitting required changes to your research ethics amendment application and appendices

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

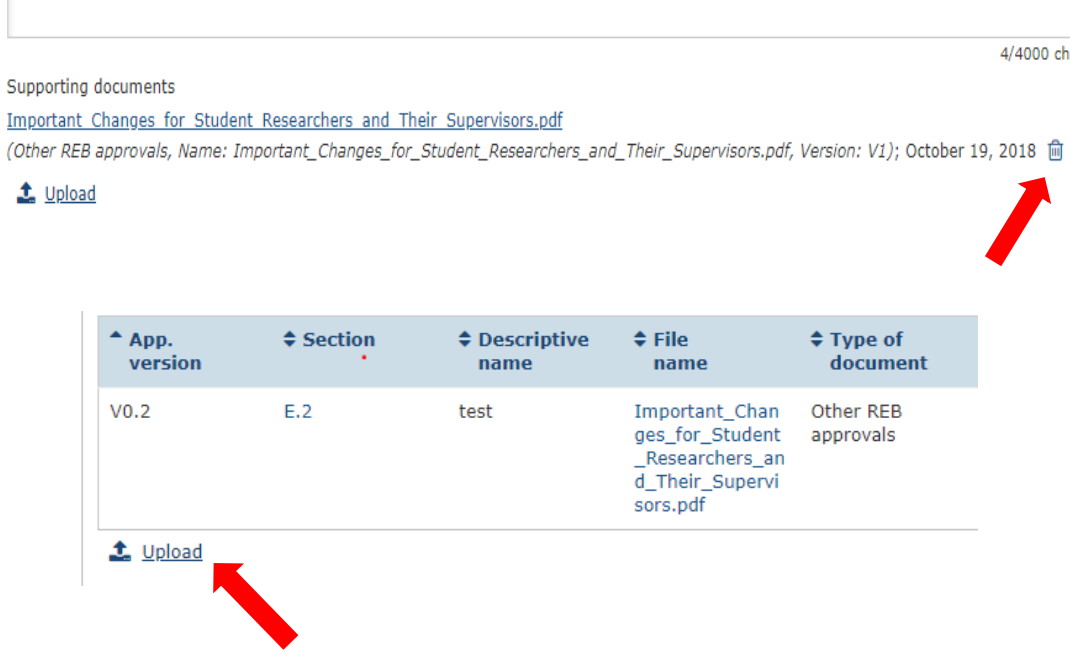



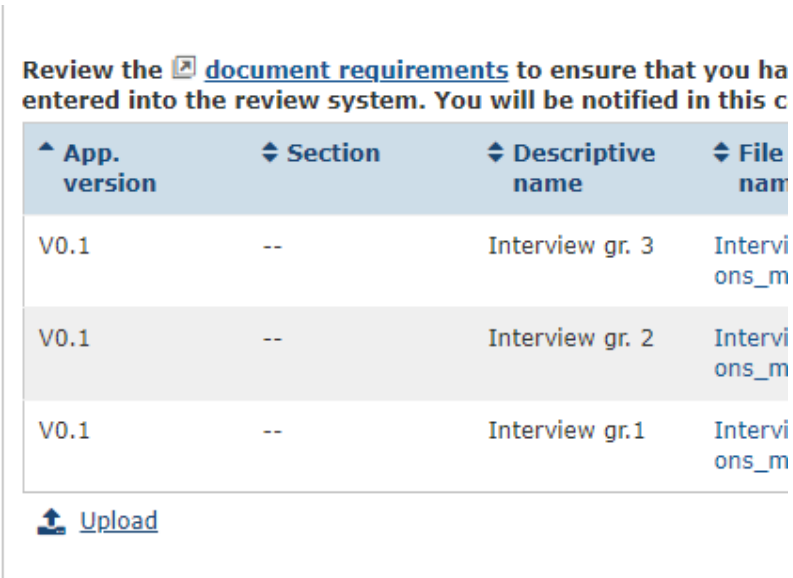


- Revising the amendment summary form and ethics protocol (**instructions for new studies start on page 1**)
- Managing and uploading appendices

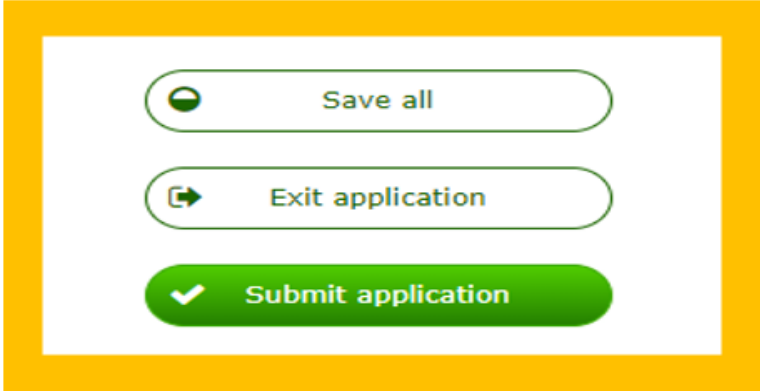

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3	<p>To edit the amendment request and the application that goes with the request go to the Post-Approval Activity PAA tab</p> <p>NOTE: Post-Approval Activity (PAA) tab contains all actions related to your post-approval application (amendment, renewal, completion, etc.) such as View/Edit, Download PDF, Withdraw, etc.</p>	
4	<p>Click on the “View/Edit” symbol by to go to the Amendment summary and the application.</p>	
5	<p>Remember to Save your work as each section is completed.</p> <p>TIP: You don’t need to save, or make changes to section that don’t need to be revised.</p>	
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