

# 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 application form
- 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.

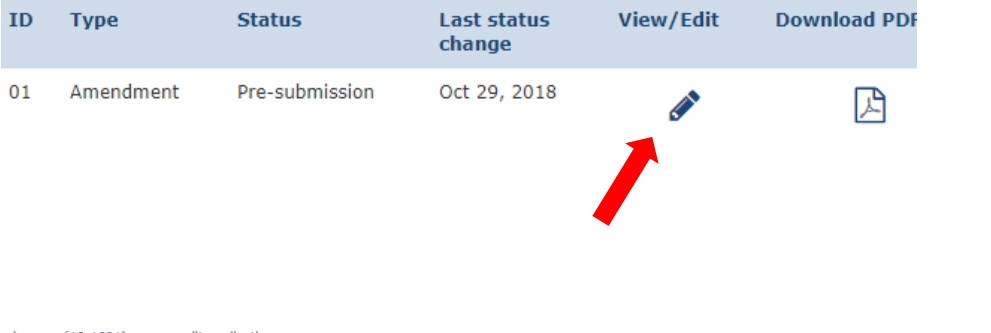
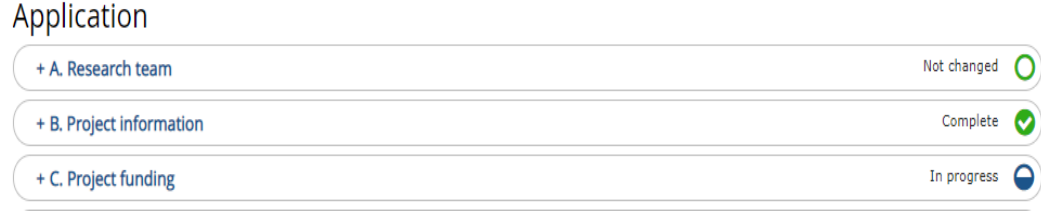

Additional resources for users are available at: [www.uvic.ca/userais](http://www.uvic.ca/userais).

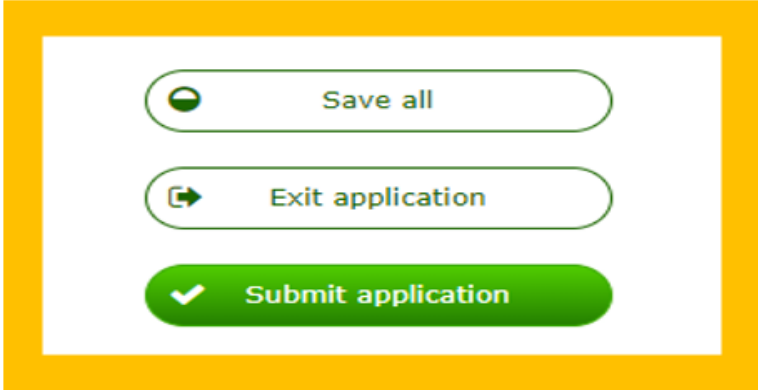
## VPN Requirements:

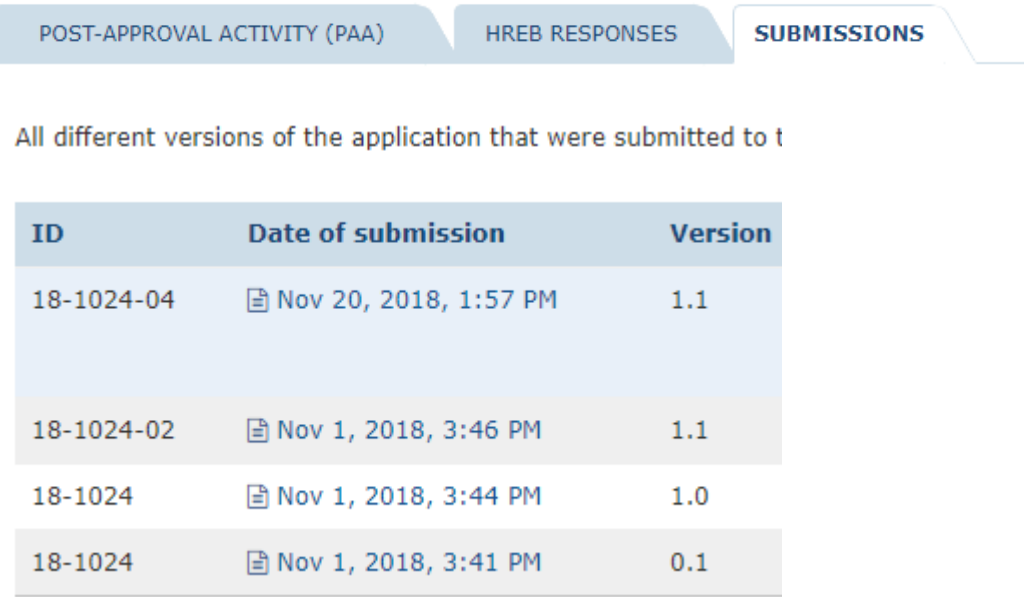
*If you are accessing RAIS off-campus make sure that your device is connected to **Virtual Private Network (VPN)**. Otherwise, you will be taken to a white screen with an error message.*

#	Instructions	Screenshot
1	<p><b>Click</b> on the big blue button located in the right hand corner of the <a href="#">RAIS Support</a> and <a href="#">Human Research Ethics</a> web pages.</p> <p><b>Log-in</b> 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 <b>View and edit</b> 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>To edit the amendment request and the application that goes with the request go to the <b>Post-Approval Activity PAA</b> 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>	<p>HISTORY POST-APPROVAL ACTIVITY (PAA) ⚠</p> <p>Post-approval activities (PAA) on the application.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Type</th> <th>Status</th> <th>Last status change</th> <th>View/Edit</th> <th>Download PDF</th> <th>Delete</th> <th>Withdraw application</th> <th>Change signatory</th> <th>Action required</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Amendment</td> <td>Pre-submission</td> <td>Oct 29, 2018</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	ID	Type	Status	Last status change	View/Edit	Download PDF	Delete	Withdraw application	Change signatory	Action required	01	Amendment	Pre-submission	Oct 29, 2018						
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4	Click on the “View/Edit” symbol by to go to the Amendment summary and the application.	 <p>home » (18-1031) paa... » edit application</p> <p><b>Amendment #18-1031-01</b></p> <p><a href="#">Collapse all</a>   <a href="#">Expand all</a>   <a href="#">Download PDF</a></p> <p>Summary</p> <p>- Study amendments summary <span>Not started</span></p> <p>● I. Instructions</p>										
5	Remember to <b>Save</b> your work as each section is completed. TIP: You don’t need to save, or make changes to section that don’t need to be revised.	 <p><b>Application</b></p> <p>+ A. Research team <span>Not changed</span></p> <p>+ B. Project information <span>Complete</span></p> <p>+ C. Project funding <span>In progress</span></p>										
6	MANAGING and UPLOADING APPENDICES with REQUIRED CHANGES 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. TIP: Do not remove or upload appendices for which changes were not required.	 <p>4/4000 ch</p> <p>Supporting documents</p> <p><a href="#">Important Changes for Student Researchers and Their Supervisors.pdf</a> (Other REB approvals, Name: Important_Changes_for_Student_Researchers_and_Their_Supervisors.pdf, Version: V1); October 19, 2018</p> <p><a href="#">Upload</a></p> <table border="1"> <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> <p><a href="#">Upload</a></p>	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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7	<p>Make sure not to upload one word document containing all the appendices together (poster, surveys, interview questions, all consent forms).</p> <p>Uploading separate appendices will make it easier for you and the ethics staff to manage and identify your revised and approved document versions.</p> <p>TIP: Please use PDF format for documents wherever possible.</p>	<p>Review the <a href="#">document requirements</a> to ensure that you have entered into the review system. You will be notified in this case.</p> <table border="1"> <thead> <tr> <th>App. version</th> <th>Section</th> <th>Descriptive name</th> <th>File name</th> </tr> </thead> <tbody> <tr> <td>V0.1</td> <td>--</td> <td>Interview gr. 3</td> <td>Interviews_m</td> </tr> <tr> <td>V0.1</td> <td>--</td> <td>Interview gr. 2</td> <td>Interviews_m</td> </tr> <tr> <td>V0.1</td> <td>--</td> <td>Interview gr.1</td> <td>Interviews_m</td> </tr> </tbody> </table> <p><a href="#">Upload</a></p>	App. version	Section	Descriptive name	File name	V0.1	--	Interview gr. 3	Interviews_m	V0.1	--	Interview gr. 2	Interviews_m	V0.1	--	Interview gr.1	Interviews_m
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8	<p>Once all revisions to the amendment summary and 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 <b>View and edit</b> access can re-submit an application.</p>	 <p>The screenshot shows three buttons stacked vertically within a yellow border. The top button is 'Save all' with a circular refresh icon. The middle button is 'Exit application' with a square icon containing a right-pointing arrow. The bottom button is 'Submit application' with a checkmark icon and is highlighted in green.</p>																

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9	<p>Important:</p> <p>The <b>Submissions</b> 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>NB: The changes WILL be highlighted/tracked and visible.</p>	 <table border="1"> <thead> <tr> <th data-bbox="516 407 537 453">ID</th> <th data-bbox="743 407 1003 453">Date of submission</th> <th data-bbox="1166 407 1268 453">Version</th> </tr> </thead> <tbody> <tr> <td data-bbox="529 485 675 516">18-1024-04</td> <td data-bbox="743 485 1052 516">📄 Nov 20, 2018, 1:57 PM</td> <td data-bbox="1166 485 1203 516">1.1</td> </tr> <tr> <td data-bbox="529 617 675 648">18-1024-02</td> <td data-bbox="743 617 1052 648">📄 Nov 1, 2018, 3:46 PM</td> <td data-bbox="1166 617 1203 648">1.1</td> </tr> <tr> <td data-bbox="529 680 634 711">18-1024</td> <td data-bbox="743 680 1052 711">📄 Nov 1, 2018, 3:44 PM</td> <td data-bbox="1166 680 1203 711">1.0</td> </tr> <tr> <td data-bbox="529 743 634 774">18-1024</td> <td data-bbox="743 743 1052 774">📄 Nov 1, 2018, 3:41 PM</td> <td data-bbox="1166 743 1203 774">0.1</td> </tr> </tbody> </table>	ID	Date of submission	Version	18-1024-04	📄 Nov 20, 2018, 1:57 PM	1.1	18-1024-02	📄 Nov 1, 2018, 3:46 PM	1.1	18-1024	📄 Nov 1, 2018, 3:44 PM	1.0	18-1024	📄 Nov 1, 2018, 3:41 PM	0.1
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