
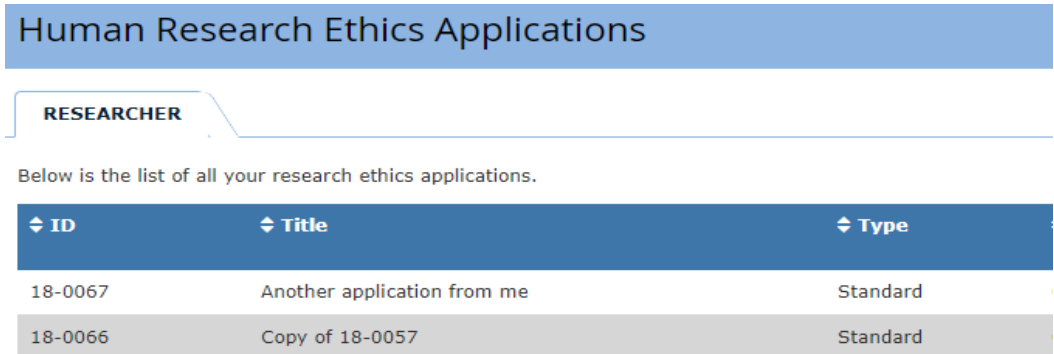





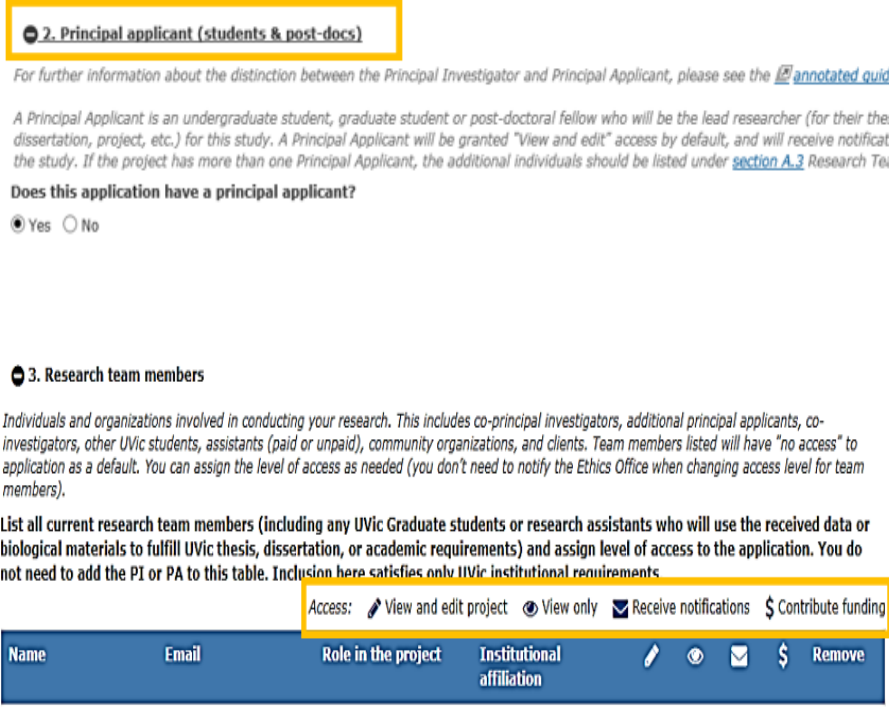
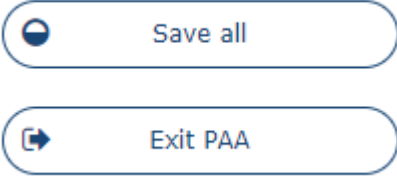
Submit amendment to an approved application







This quick guide describes basic navigation for users creating and submitting an amendment to research ethics application that was approved within the Research Administration Information System (RAIS). Additional resources for users are available at: www.uvic.ca/userais.

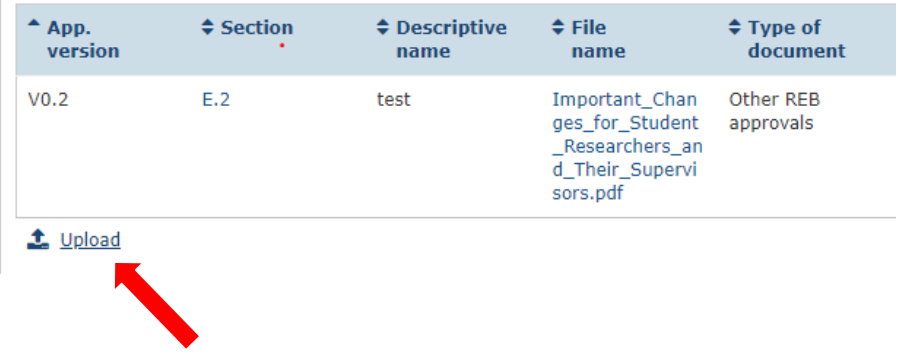
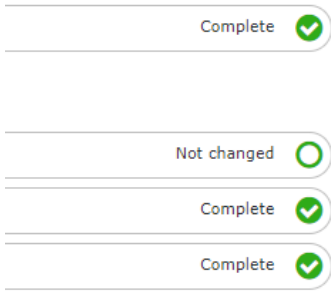
| | Instructions | Screenshot |
|---|--|--|
| ! | <p>Note for Faculty Supervisors of Student Researchers & Post-doctorial Fellows for <u>Capstone Projects, Theses & Dissertations</u>.</p> <p><i>Only faculty members, adjunct professors or sessional instructors as Principal Investigators (PI) can start an amendment form.</i></p> <p><i>Once the PI has started their amendment application the added Principal Applicant (student researcher, or post-doctoral fellow), or team members with "View and Edit" permissions, will have access to the application in order to complete it.</i></p> <p><i>Only the PI has the option to submit the amendment application for departmental sign-off.</i></p> | |
| 1 | <p>You can access UVic-RAIS through RAIS Support and Human Research Ethics websites.</p> <p>Click on the big blue button located in the right hand corner of the page.</p> |  |

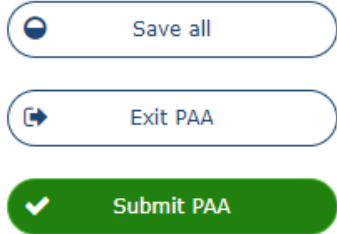
| | Instructions | Screenshot | | | | | | | | | |
|---------|--|---|----|-------|------|---------|-----------------------------|----------|---------|-----------------|----------|
| 2 | <p>Log-in with your Netlink ID and password:</p> <p>From Home Page select the application you want to make changes to.</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 |
| ID | Title | Type | | | | | | | | | |
| 18-0067 | Another application from me | Standard | | | | | | | | | |
| 18-0066 | Copy of 18-0057 | Standard | | | | | | | | | |
| 3 | <p>Once in the Project Page select one of the following:</p> <ul style="list-style-type: none"> -Amendments, or -Annual renewal with amendments (if your approval is close to expiry) |  <p>POST-APPROVAL ACTIVITY (PAA) ▾</p> <ul style="list-style-type: none"> + Amendments + Annual renewal + Annual renewal with amendments 🔔 Completion ! Unanticipated event | | | | | | | | | |
| 4 | <p>Start by completing the cover sheet first (see instructions at the top of the summary form).</p> <p>Once the cover sheet is complete go to respective section in the "Application" to make the changes.</p> |  <p>home > (18-1031) paa... > edit application</p> <p>Amendment #18-1031-01</p> <p>Collapse all Expand all Download PDF</p> <p>Summary</p> <p>- Study amendments summary Not started</p> <p>● I. Instructions</p> | | | | | | | | | |


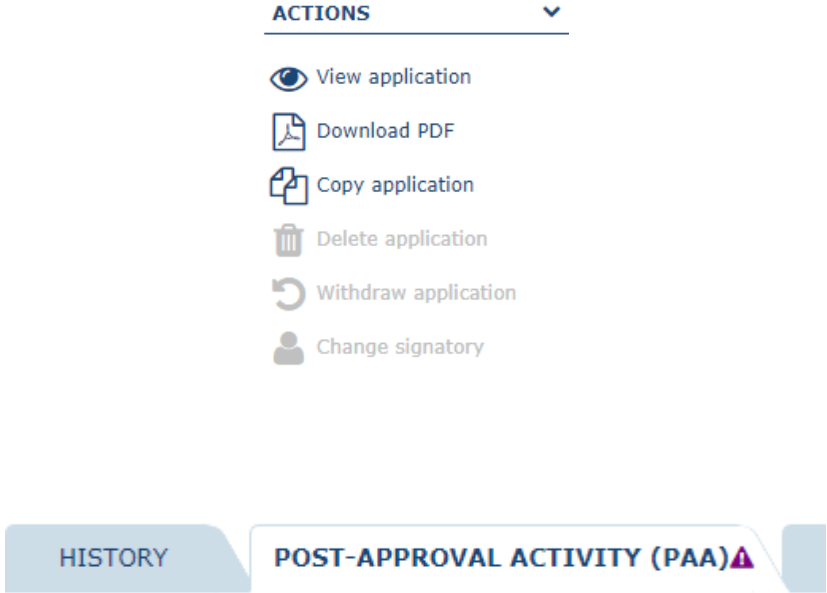
| | Instructions | Screenshot |
|---|---|---|
| 5 | <p>Remember to Save your work as each section is completed.</p> <p>TIP: You don't need to save, or make changes to section that don't need to be amended.</p> <p>TIP: The status icon indicates where you are in the process of completing your application.</p> |  <p>The screenshot shows a section titled "Application" with three progress items:</p> <ul style="list-style-type: none"> + A. Research team: Not changed (indicated by a white circle icon) + B. Project information: Complete (indicated by a green checkmark icon) + C. Project funding: In progress (indicated by a blue circle with a white arrow icon) |

| | Instructions | Screenshot |
|---|--|---|
| 6 | <p>If the project has a Principal Applicant, or team member with "View and Edit" access these individuals can make changes/edit the application once the PAA is initiated.</p> |  <p>The screenshot shows a web interface with two main sections:</p> <ul style="list-style-type: none"> 2. Principal applicant (students & post-docs): Includes a link to annotated guidelines and a question "Does this application have a principal applicant?" with radio buttons for "Yes" (selected) and "No". 3. Research team members: Includes a description of team members and a table header for listing them. The table header has columns: Name, Email, Role in the project, Institutional affiliation, and Remove. Above the table, there are checkboxes for "View and edit project" (selected), "View only", "Receive notifications", and "Contribute funding". |
| 7 | <p>If your student researcher (Principal Applicant) is completing the rest of the application, Save your work and Exit PAA before letting them know the PAA application is ready for them to begin working on.</p> <p>Otherwise, continue completing your online application...</p> |  <p>The screenshot shows two buttons:</p> <ul style="list-style-type: none"> A button with a circular arrow icon and the text "Save all". A button with a right-pointing arrow icon and the text "Exit PAA". |

| | Instructions | Screenshot | | | | | | | | | | | | | | | | |
|--|--|---|--------------|------------------|------------------|--------------|------------------|---------------|--------------|--------|--|--|--|--|--|--|--|--|
| 8 | <p>Select the appropriate designate to sign-off on your application.</p> <p>TIP: Signatories include the Chair, Director, Dean or their designate.</p> | <p>Signatory</p> <p>Signatory name</p> <p>Please choose signatory from the suggestion list.</p> <hr/> | | | | | | | | | | | | | | | | |
| 9 | <p>Upload any amended and/or new attachments including recruitment materials, advertisements, consent forms, questionnaires, surveys, etc. ensuring that the changes are marked</p> | <p>Attachments</p> <p>Review the document requirements ensure that you have all the applicable documents. Incomplete applications will not be 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> <th>Type of document</th> <th>Date uploaded</th> <th>File version</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="text-align: center;">  </td> </tr> </tbody> </table> | App. version | Section | Descriptive name | File name | Type of document | Date uploaded | File version | Action |  | | | | | | | |
| App. version | Section | Descriptive name | File name | Type of document | Date uploaded | File version | Action | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| 10 | <p>For amending existing attachments:</p> <ol style="list-style-type: none"> 1) remove/delete old version; 2) underline newly added text and use strike-through to show removed text; 3) upload amended attachment to appropriate section. <p>TIP: Please use PDF format for documents wherever possible.</p> | <p>4/4000 ch</p> <p>Supporting documents</p> <p>Important Changes for Student Researchers and Their Supervisors.pdf</p> <p>(Other REB approvals, Name: Important_Changes_for_Student_Researchers_and_Their_Supervisors.pdf, Version: V1); October 19, 2018 </p> <p> Upload</p>  | | | | | | | | | | | | | | | | |

| | Instructions | Screenshot |
|----|--|---|
| 11 | <p>For adding new attachments:</p> <p>Upload new document to the appropriate section or section S.</p> <p>Please do not upload appendices for which changes were not required.</p> |  |
| 12 | <p>Make sure that the Cover sheet and all changed sections are marked as Complete before an application can be submitted.</p> <p>You can leave the other sections as "Not changed".</p> |  |

| | Instructions | Screenshot |
|----|---|--|
| 13 | <p>Before submitting your completed application to the signatory, Principal Investigators must read the terms and conditions.</p> <p>Select I Agree.</p> | <p>By submitting this application as the principal investigator, I affirm that:</p> <ul style="list-style-type: none"> ▪ I have read this application and it is complete and accurate. ▪ The research will be conducted in accordance with the University of Victoria regulations, policies and procedures governing the ethical conduct of research involving human participants and human biological materials in all relevant sections of the national research ethics policy (TCPS 2). ▪ The conduct of the research will not commence until research ethics approval has been granted. ▪ I will seek an amendment if this application is modified. ▪ Adequate supervision will be provided for students and/or staff involved in this project. <p><input type="checkbox"/> I Agree</p> |
| 14 | <p>By selecting Submit application, an electronic workflow is created requesting the signatory's sign-off on your application.</p> <p>Signed-off application will be submitted electronically to the Human Research Ethics Board for review.</p> |  <p>The screenshot shows three buttons stacked vertically. The top button is 'Save all' with a circular arrow icon. The middle button is 'Exit PAA' with a square icon containing an arrow. The bottom button is 'Submit PAA' with a checkmark icon and is highlighted in green.</p> |

| | Instructions | Screenshot | | | | | | | | | | | | | | | | | | | | |
|----|--|---|--------------------|-----------|--------------|--------------------|----------------------|------------------|-----------------|----------------------|------------------|-----------------|----|-----------|----------------|--------------|--|--|--|--|--|--|
| 15 | <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> |  <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 | | | | | | |
| ID | Type | Status | Last status change | View/Edit | Download PDF | Delete | Withdraw application | Change signatory | Action required | | | | | | | | | | | | | |
| 01 | Amendment | Pre-submission | Oct 29, 2018 | | | | | | | | | | | | | | | | | | | |
| 16 | <p>Actions on the left side of project home page apply to the most recently approved applications, not the most recently submitted post-approval application (amendment, renewal, etc.).</p> <p>TIP: You need to go to Post-Approval Activity tab, for actions specific to the post-approval form.</p> |  <p>ACTIONS ▾</p> <ul style="list-style-type: none"> View application Download PDF Copy application Delete application Withdraw application Change signatory <p>HISTORY POST-APPROVAL ACTIVITY (PAA) ⚠</p> <p>Post-approval activities (PAA) on the application.</p> | | | | | | | | | | | | | | | | | | | | |