
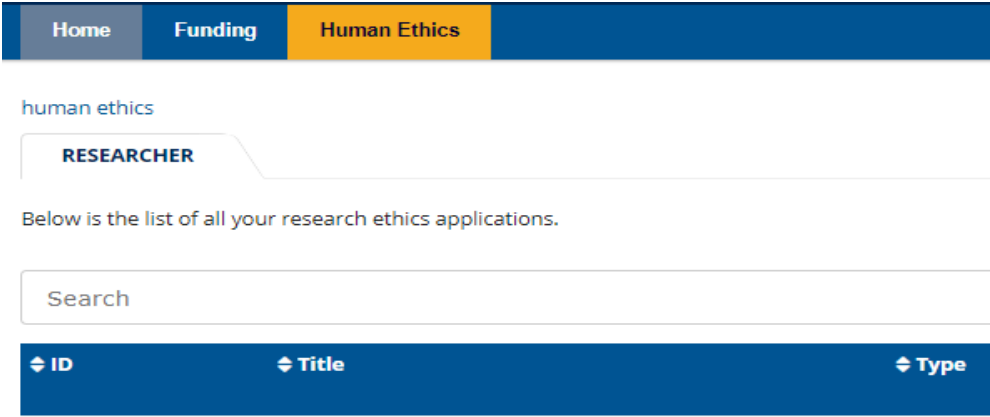

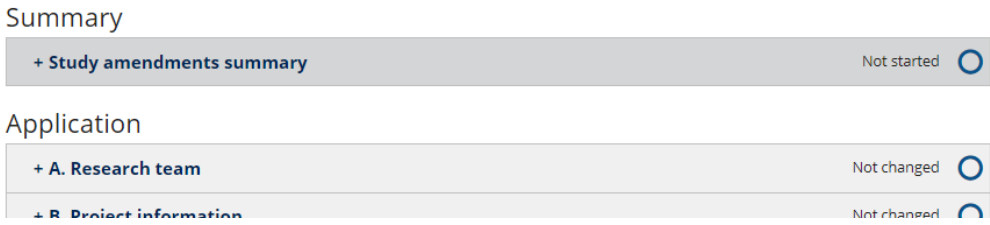




















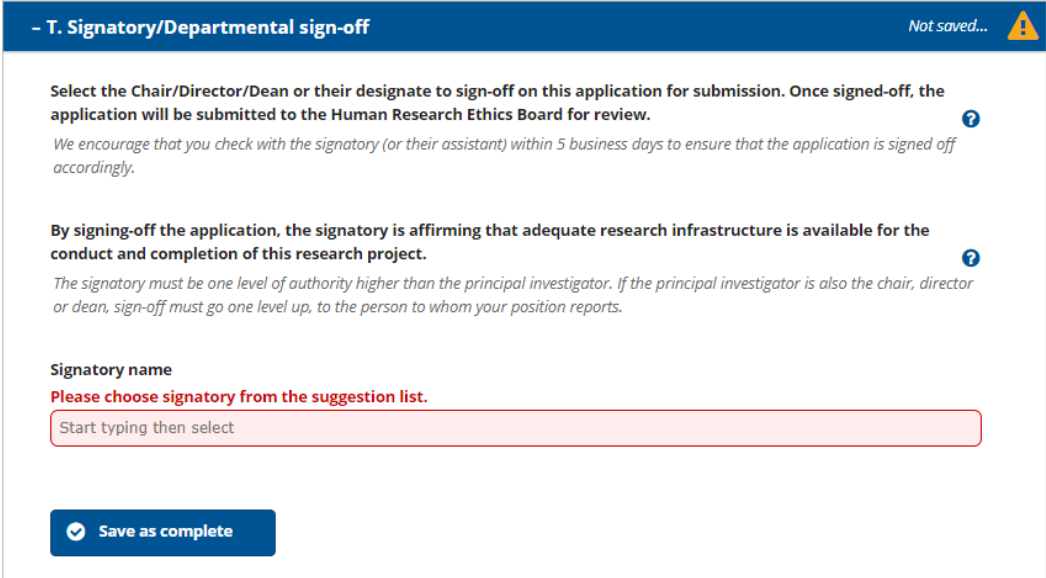
Submit amendment to an approved application

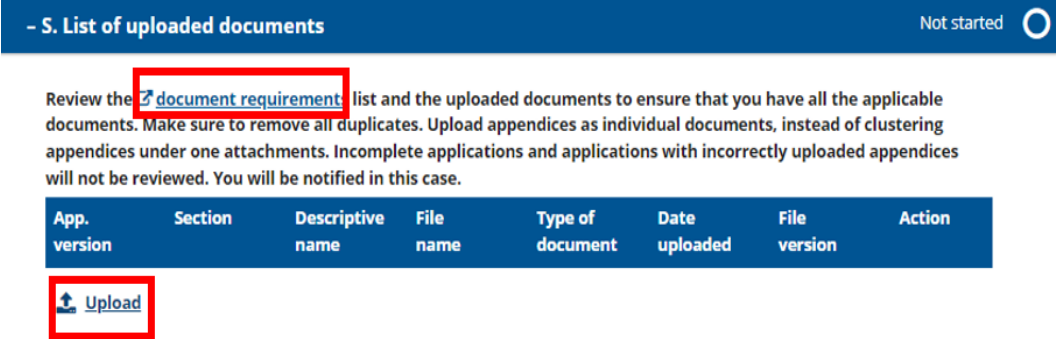
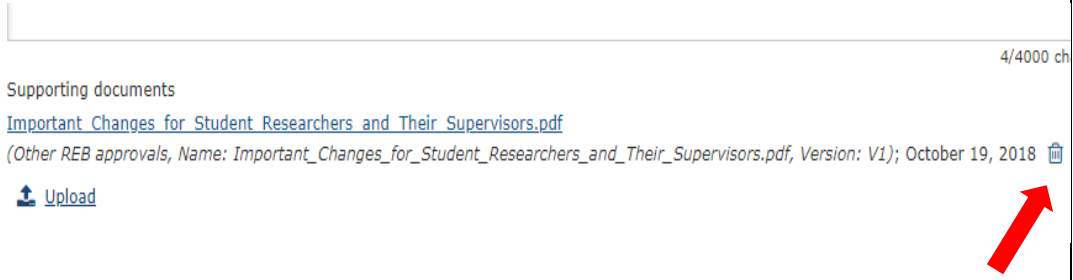
This quick guide describes basic navigation for users creating and submitting an amendment to research ethics application that was approved within the Research Administration Information System (RAIS). Additional resources for users are available at: www.uvic.ca/userais.

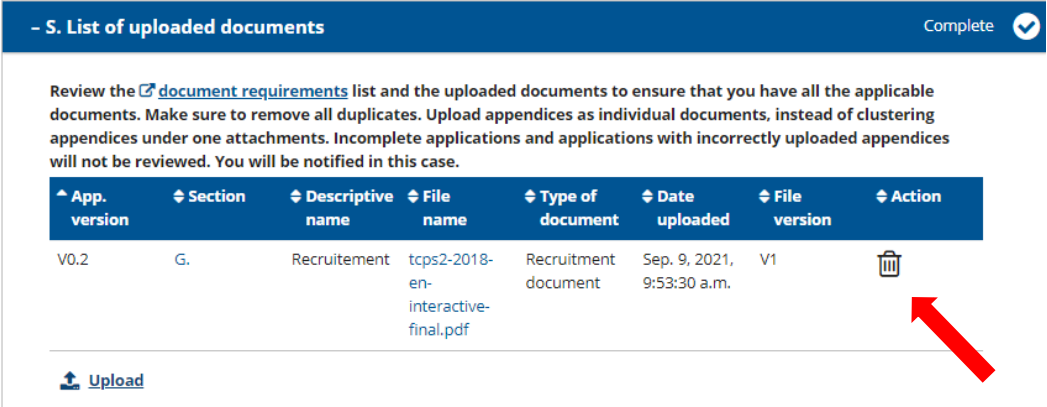



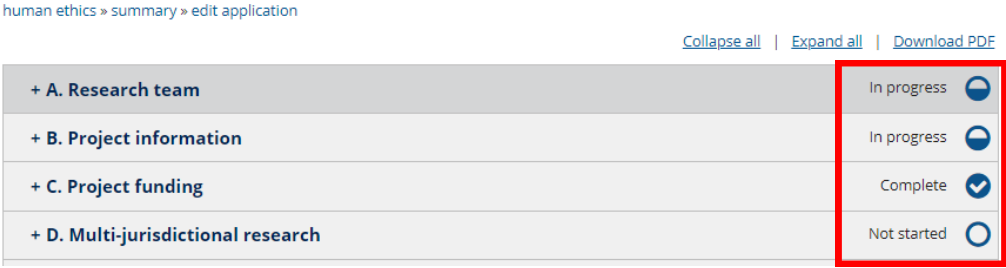












	Instructions	Screenshot
!	<p>Note for Faculty Supervisors of Student Researchers & Post-doctoral Fellows for <u>Capstone Projects, Theses & Dissertations</u>.</p> <p><i>Only faculty members, adjunct professors or sessional instructors as Principal Investigators (PI) can start an amendment form.</i></p> <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> <p><u>VPN Requirements:</u></p> <p><i>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.</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>	

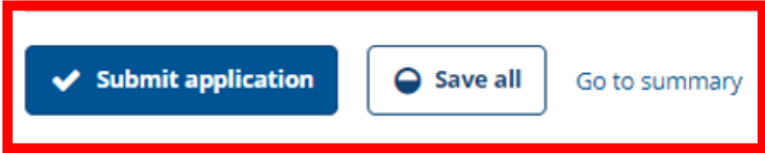
	Instructions	Screenshot
2	<p>Log-in with your Netlink ID and password:</p> <p>From the homepage select the application you want to make changes to.</p>	
3	<p>Once in the summary page of the protocol select one of the following:</p> <ul style="list-style-type: none"> -Amendments, or -Annual renewal with amendments (if the approval is close to expiry) 	
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>	

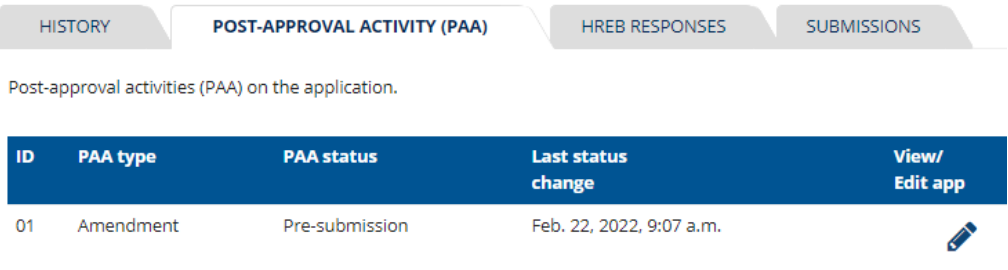


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5	<p>Remember to Save your work as each section is completed.</p> <p>TIP: You don't need to save, or make changes to section that don't need to be amended.</p> <p>TIP: The status icon indicates where you are in the process of completing your application.</p>	 <p>The screenshot shows a web interface for the 'Free and informed consent' section. At the top, there is a blue header with the text '- O. Free and informed consent', a 'GO TO' dropdown menu, and an 'In progress' status indicator. Below the header, there is an 'Upload' button. Two buttons are highlighted with a red box: 'Save as in progress' (with a circular arrow icon) and 'Save as complete' (with a checkmark icon).</p>									
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>They will not however be able to submit the application on behalf of PI.</p>	<p>List all current research team members (including any UVic students or research assistants who will use the received data or biological materials to fulfill UVic thesis, dissertation, or academic requirements) and assign level of access to the application. Inclusion here satisfies only UVic institutional requirements. If you grant "View and Edit" access to more than one person, be aware that the system will not notify users if and when others are making edits to the application.</p> <p>DO NOT add the PI or PA to this table as that will cause technical permission issues.</p> <p>Access:  View and edit project  View only  Receive notifications  Contribute funding</p> <table border="1" data-bbox="508 1356 1471 1415"> <thead> <tr> <th>Name</th> <th>Email</th> <th>Role in the project</th> <th>Institutional affiliation</th> <th></th> <th></th> <th></th> <th></th> <th>Remove</th> </tr> </thead> </table> <p>+ Add new</p>	Name	Email	Role in the project	Institutional affiliation					Remove
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7	<p>If your student researcher (Principal Applicant) is completing the rest of the application, Save your work and Go to summary before letting them know the PAA application is ready for them to begin working on.</p> <p>Otherwise, continue completing your online application...</p>	
8	<p>Ensure you have selected the appropriate designate to sign-off on the amendment .</p> <p>NOTE: The signatory on the amendment may be different from the signatory on the original application.</p>	

	Instructions	Screenshot
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>	
10	<p>For amending existing attachments: 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> <p>TIP: Please use PDF format for documents wherever possible.</p>	

	Instructions	Screenshot																
11	<p>For adding new attachments: Upload new document to the appropriate section or section S. Please do not upload appendices for which changes were not required.</p>	 <p>- S. List of uploaded documents Complete ✓</p> <p>Review the document requirements list and the uploaded documents to ensure that you have all the applicable documents. Make sure to remove all duplicates. Upload appendices as individual documents, instead of clustering appendices under one attachments. Incomplete applications and applications with incorrectly uploaded appendices will not be reviewed. 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>V0.2</td> <td>G.</td> <td>Recruitment</td> <td>tcps2-2018-en-interactive-final.pdf</td> <td>Recruitment document</td> <td>Sep. 9, 2021, 9:53:30 a.m.</td> <td>V1</td> <td></td> </tr> </tbody> </table> <p>Upload</p>	App. version	Section	Descriptive name	File name	Type of document	Date uploaded	File version	Action	V0.2	G.	Recruitment	tcps2-2018-en-interactive-final.pdf	Recruitment document	Sep. 9, 2021, 9:53:30 a.m.	V1	
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12	<p>Make sure that the Cover sheet and all changed sections are marked as Complete before an application can be submitted. You can leave the other sections as "Not changed".</p>	 <p>human ethics » summary » edit application</p> <p>Collapse all Expand all Download PDF</p> <table border="1"> <tbody> <tr> <td>+ A. Research team</td> <td>In progress </td> </tr> <tr> <td>+ B. Project information</td> <td>In progress </td> </tr> <tr> <td>+ C. Project funding</td> <td>Complete </td> </tr> <tr> <td>+ D. Multi-jurisdictional research</td> <td>Not started </td> </tr> </tbody> </table>	+ A. Research team	In progress 	+ B. Project information	In progress 	+ C. Project funding	Complete 	+ D. Multi-jurisdictional research	Not started 								
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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> <p><input type="button" value="Submit"/> <input type="button" value="Save all"/> Exit</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><input type="button" value="Submit application"/> <input type="button" value="Save all"/> Go to summary</p>

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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>	 <p>HISTORY POST-APPROVAL ACTIVITY (PAA) HREB RESPONSES SUBMISSIONS</p> <p>Post-approval activities (PAA) on the application.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>PAA type</th> <th>PAA status</th> <th>Last status change</th> <th>View/ Edit app</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Amendment</td> <td>Pre-submission</td> <td>Feb. 22, 2022, 9:07 a.m.</td> <td></td> </tr> </tbody> </table>	ID	PAA type	PAA status	Last status change	View/ Edit app	01	Amendment	Pre-submission	Feb. 22, 2022, 9:07 a.m.	
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