
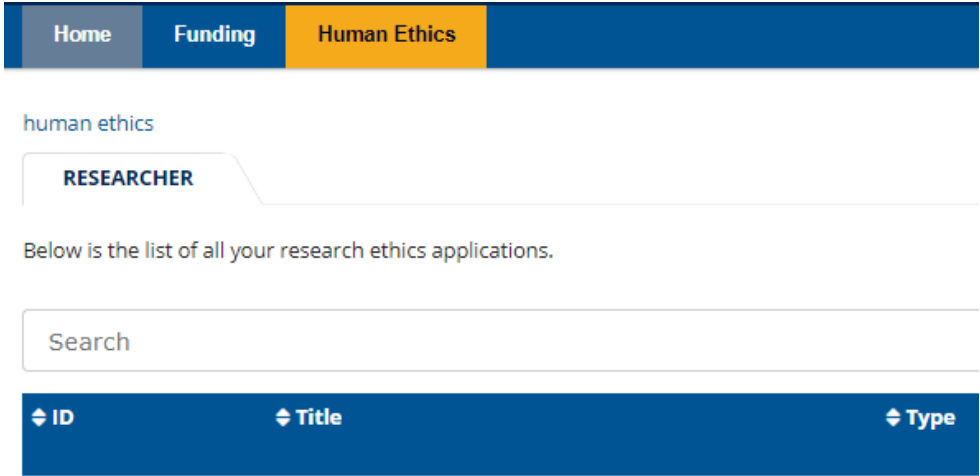

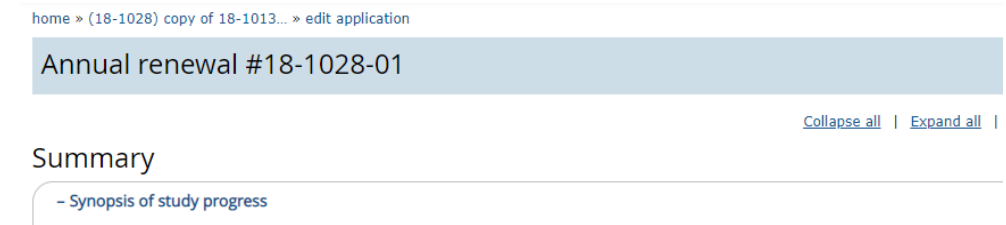
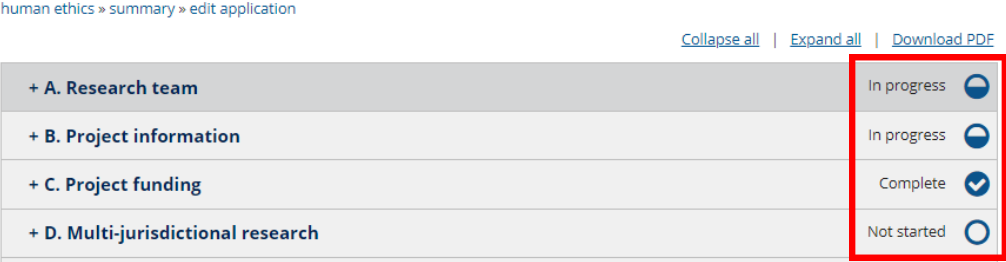




Submit annual renewal for an approved application


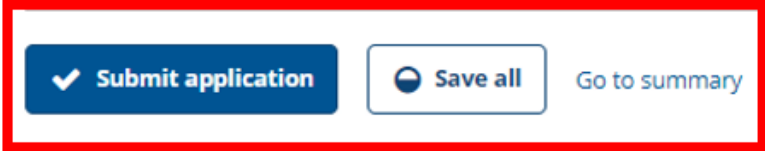
This quick guide describes basic navigation for users creating and submitting a request for annual renewal to extend the research ethics approval that was approved within the Research Administration Information System (RAIS). Additional resources for users are available at: www.uvic.ca/userais.

	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 annual renewal form.</i></p> <p><i>Once the PI has started their renewal 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>Principal investigator, and any team member with "View and Edit" permission will be able to edit and submit the annual renewal to HRE office.</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 Home Page select the application you want to renew.</p>	 <p>The screenshot shows a web interface with a top navigation bar containing 'Home', 'Funding', and 'Human Ethics' (highlighted in orange). Below the navigation is a search bar with the text 'human ethics' and a dropdown menu set to 'RESEARCHER'. A message reads: 'Below is the list of all your research ethics applications.' Below this is another search bar labeled 'Search'. At the bottom, a table header is visible with columns: 'ID', 'Title', and 'Type', each with a small up/down arrow icon.</p>
3	<p>Once in the Project Page select one of the following:</p> <ul style="list-style-type: none"> -Annual renewal, or -Annual renewal with amendments (if you need to make changes to your protocol) <p>NOTE: The instructions below are for "Annual renewal" only. For "Annual renewal with amendments" see the "Start amendment" quick guide.</p>	 <p>The screenshot shows a dropdown menu titled 'POST-APPROVAL ACTIVITY (PAA)' with a downward arrow. The menu contains five items, each with a plus sign icon: 'Amendments', 'Annual renewal', 'Annual renewal with amendments', 'Completion' (with a bell icon), and 'Unanticipated event' (with a calendar icon).</p>

	Instructions	Screenshot
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>	
5	<p>Remember to Save your work as each section is completed.</p> <p>You can make changes to section A-C (new team members, new funding, title change, etc).</p>	

	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>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>The screenshot shows a table with columns: Name, Email, Role in the project, Institutional affiliation, and Remove. Above the table is an 'Access' dropdown menu with options: View and edit project (selected), View only, Receive notifications, and Contribute funding. A red box highlights this menu. Below the table is a '+ Add new' link.</p>
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>	 <p>The screenshot shows a 'Save all' button with a circular arrow icon and a 'Go to summary' link.</p>

	Instructions	Screenshot
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>	
14	<p>By selecting Submit application, the application will be submitted electronically to the Human Research Ethics Board for review.</p>	
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>	