



# Researcher User Manual

Post-Review Application Management

Cloning Applications, Creating and Managing Events

Group: Institutional Animal Care Committee (IACC)

Audience: Principal Investigators & Project Team Members

## **\*PLEASE NOTE\***

Prior to leveraging the material in this manual, please make sure you have completed and understand the Basic User Manual. The manual can be found here: <https://rpresources.mun.ca/wp-content/uploads/2016/10/17.10.2016-Navigation-Manual.pdf>

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**If you wish, you may click one of the topics in the list to quick find information.**

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# Avoiding Data Loss

To avoid data loss, do **NOT** use the symbols < or > when entering information into the Researcher Portal. These symbols are unsupported.



Using these symbols can cause issues such as loss of work and/or error messages.

*Note that saving errors may occur, even if you do not receive an error message.*

# Managing Approved Applications

Once an application has been reviewed, you will manage it in the **Applications: Post Review** quick link on the *Home Page*. This link contains post-review certification and awards applications. These applications are read-only, however the Principal Investigator and Project Team Members can clone the application or submit Event forms for these files. **Please note: Existing applications that were entered by an administrator prior to the implementation of the Memorial Researcher Portal (i.e., not submitted through the Researcher Portal) CANNOT be cloned.**

Role: Principal Investigator
<a href="#">Applications: Drafts</a>
<a href="#">Applications: Requiring Attention</a>
<a href="#">Applications: Under Review</a>
<a href="#">Applications: Post-Review</a>
<a href="#">Applications: Withdrawn</a>
<a href="#">Events: Drafts</a>
<a href="#">Events: Requiring Attention</a>
<a href="#">Reminders</a>

Role: Project Team Member
<a href="#">Applications: Drafts</a>
<a href="#">Applications: Requiring Attention</a>
<a href="#">Applications: Under Review</a>
<a href="#">Applications: Post-Review</a>
<a href="#">Applications: Withdrawn</a>
<a href="#">Events: Drafts</a>
<a href="#">Events: Requiring Attention</a>
<a href="#">Reminders</a>

# Viewing an Application Post-Review

Four actions can be performed on an application.

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>
<b>View</b> <b>Clone</b> <b>Events</b> <b>Latest Workflow</b>	20192439	Sample AC Application	Dr. Memorial Researcher (Faculty of Science\Department of Biology)	Animal Use Protocol Form (Certification\Animal Care)	<b>Project Status:</b> Active <b>Workflow Status:</b> Approval Decision Made

**View button:** The View button allows a user to access the application without the ability to edit or save content. You may still access the tabs of your application and print or export it to Word or PDF.

**Latest Workflow button:** The Latest Workflow button opens the application in read-only mode, similar to the View button. However, the application opens to the Logs tab, instead of the Project Info tab.

Powered by **Process Pathways** Welcome: Memorial Researcher

**File No:** 20192439 **Project Title:** Sample AC Application **Project Work Flow State:** Approval Decision Made **Application Form:** Animal Use Protocol Form

View mode. Changes cannot be saved.

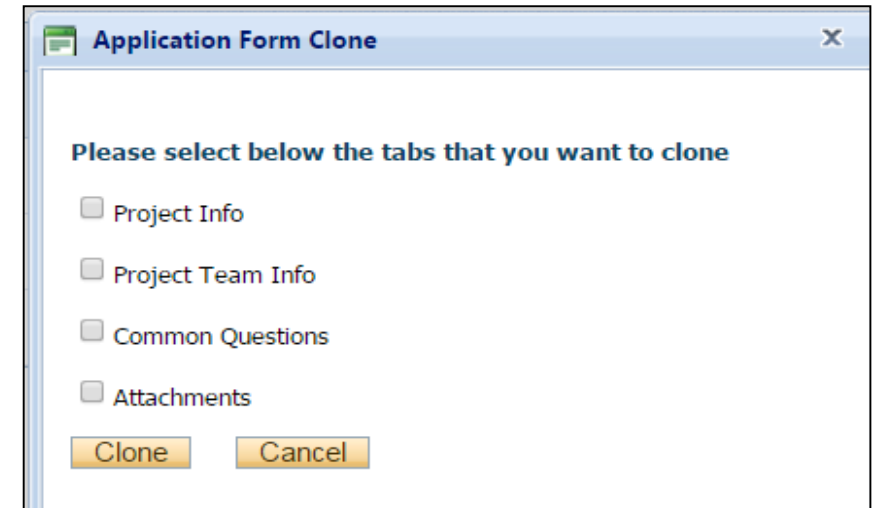
**Title \*:**

# Cloning an Application Post-Review

Four actions can be performed on an application.

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>
<div style="border: 2px solid red; padding: 2px;"><input type="button" value="View"/> <input type="button" value="Clone"/> <input type="button" value="Events"/> <input type="button" value="Latest Workflow"/></div>	20192439	Sample AC Application	Dr. Memorial Researcher (Faculty of Science\Department of Biology)	Animal Use Protocol Form (Certification\Animal Care)	<b>Project Status:</b> Active <b>Workflow Status:</b> Approval Decision Made

**Clone button:** Cloning allows you to start a new application by copying information from the tabs of an existing application. As seen in the screenshot on the right, you will be presented with the option of copying the Project Info, Project Team Info, Common Questions and Attachments tabs from an existing application. The Animal Use Tab cannot be cloned. **Existing applications entered by an administrator prior to the implementation of the Memorial Researcher Portal CANNOT be cloned.**



The screenshot shows a dialog box titled "Application Form Clone" with a close button (X) in the top right corner. The main text reads "Please select below the tabs that you want to clone". Below this text are four checkboxes, each followed by a label: "Project Info", "Project Team Info", "Common Questions", and "Attachments". All checkboxes are currently unchecked. At the bottom of the dialog box are two buttons: "Clone" and "Cancel".


# Managing Events of an Application Post-Review

Four actions can be performed on an application.

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>
<div style="border: 2px solid red; padding: 5px;"><a href="#">View</a> <a href="#">Clone</a> <a href="#">Events</a> <a href="#">Latest Workflow</a></div>	20192439	Sample AC Application	Dr. Memorial Researcher (Faculty of Science\Department of Biology)	Animal Use Protocol Form (Certification\Animal Care)	<b>Project Status:</b> Active <b>Workflow Status:</b> Approval Decision Made

**Events button:** Opens the Events page, as seen on the screenshot to the right. Here you can create and manage Event forms for an application. Event forms are designed to manage post-approval application forms such as annual reports, amendments and various other forms.

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Memorial  
Researcher Po

### Create New Event






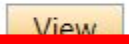
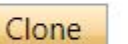
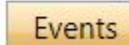

Event Form Name	Description
Amendment - Administrative	This Event will track changes considered administrative. This includes changes to personnel, funding sources, other permits or licenses and all other minor information updates. Changes to animal use or procedures will require a Procedural Amendment.
Amendment - Procedural	This Event will track changes considered procedural. This includes changes to animal species or numbers, any modifications to procedures, testing or surgeries, and any alterations to agents administered to animals. Changes to administrative details will require an Administrative Amendment.
Annual Report	Researchers with Animal Use Protocols are required to submit an annual report for each year the protocol was active.
Incident Report	Incident Report This report is a means to advise the IACC of all unexpected adverse events impacting animal welfare or research. This could include equipment failures, a breach or escape, illness, stress or unexpected complications to the procedure. Please follow-up with an amendment if there are changes made to the protocol.



# What is an Event?

- Event forms are designed to manage post-approval application forms, including:
  - Annual Reports
  - Amendment - Administrative
  - Amendment – Procedural
  - Incident Report
- **ANY** project team member can submit an Event form.
- Similar to an application, Event forms are routed to the Animal Care Office once submitted.
- The PI and Project Team will be notified once a decision has been made or if changes are required.

To view a previously submitted Event or start an Event form, click the **Events** button.

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	All 	<input type="text"/> 
   	<b>20192439</b>	Sample AC Application	Dr. Memorial Researcher (Faculty of Science\Department of Biology)	Animal Use Protocol Form (Certification\Animal Care)	<b>Project Status:</b> Active <b>Workflow Status:</b> Approval Decision Made

Scroll to the bottom of the Events page to view all Event links.

The links available are similar to those available when submitting an application, only these are Event-specific.

**File No: 20170740**  
Project Title: Test Project

Events: Drafts	▼
Events: Requiring Attention	▼
Events: Under Review	▼
Events: Post Review	▼
Reminders	▼

- **Events: Drafts:** This link contains Event forms in-progress that are saved but not yet submitted for review. Event forms here can still be edited by the Principal Investigator or Project Team members.
- **Events: Requiring Attention:** This link contains Event forms returned to the Principal Investigator and Project Team for revisions. The Principal Investigator and Project Team members can edit these Event forms.
- **Events: Under Review:** This link contains Event forms submitted by the Principal Investigator and are currently under review. These Event forms are read-only.
- **Events: Post Review:** This link contains post-review Event forms. These forms are read-only.

# View Previously Reviewed Events

To view previously reviewed Events, click Events: Post Review, which will expand to show you all available Events in this category. To open an Event form, click **View Event**.

**File No: 20170740**  
Project Title: Test Project

Events: Drafts

Events: Requiring Attention

Events: Under Review

**Events: Post Review**

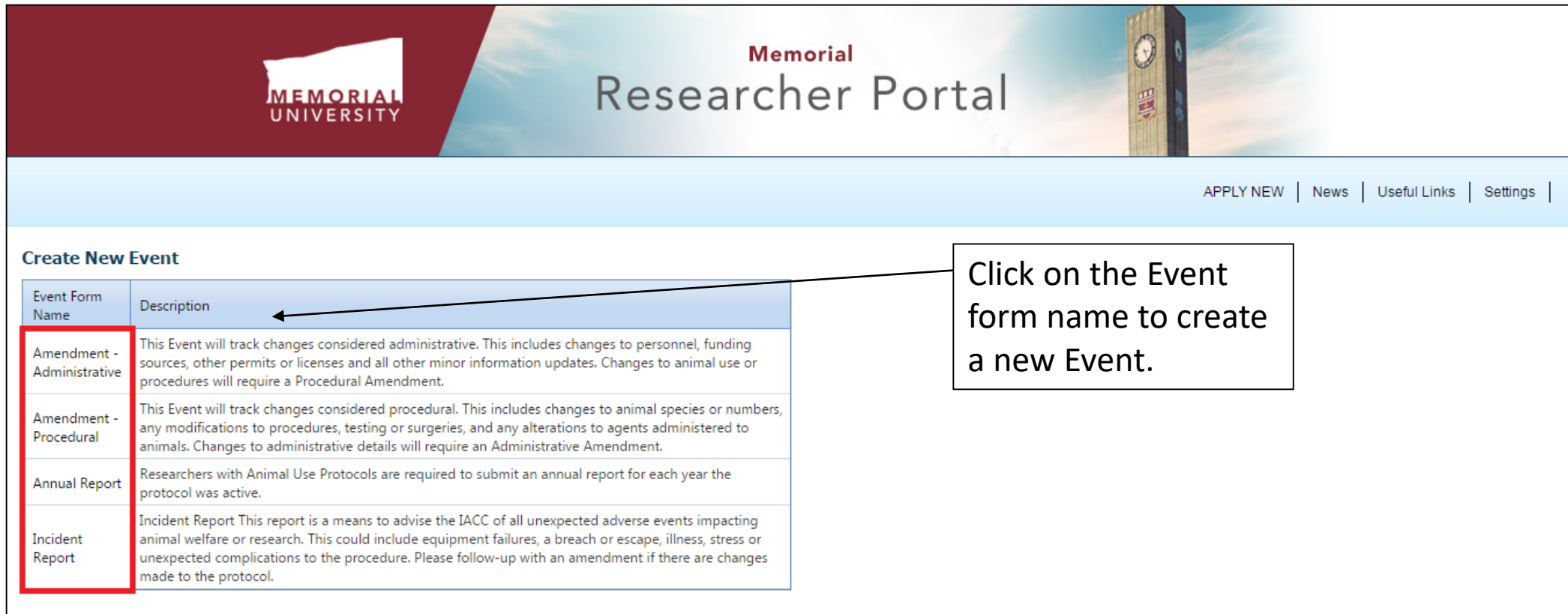
	Event No	Event Category	Event Submission Date	Event Status	Latest Update
<a href="#">View Event</a>	20170740 - 341623	New Approval Process (N/A)	2016/10/17	Approved	on 10/18/2016 12:07:18 PM

Reminders



# Submitting a New Event Form

To create a new Event form, select the appropriate Event form from the list provided on the Events page.



Memorial  
Researcher Portal

APPLY NEW | News | Useful Links | Settings

### Create New Event


Event Form Name	Description
Amendment - Administrative	This Event will track changes considered administrative. This includes changes to personnel, funding sources, other permits or licenses and all other minor information updates. Changes to animal use or procedures will require a Procedural Amendment.
Amendment - Procedural	This Event will track changes considered procedural. This includes changes to animal species or numbers, any modifications to procedures, testing or surgeries, and any alterations to agents administered to animals. Changes to administrative details will require an Administrative Amendment.
Annual Report	Researchers with Animal Use Protocols are required to submit an annual report for each year the protocol was active.
Incident Report	Incident Report This report is a means to advise the IACC of all unexpected adverse events impacting animal welfare or research. This could include equipment failures, a breach or escape, illness, stress or unexpected complications to the procedure. Please follow-up with an amendment if there are changes made to the protocol.

Click on the Event form name to create a new Event.

# Event Form Action Buttons

The buttons that appear at the top of an Event form are the **Event Form Action** buttons. Select these buttons to:

- **Save:** Save any changes on the Event form.
- **Close:** Exit the Event form and return to the Memorial Researcher Portal Home Page.
- **Print:** Print the Event form.
- **Export to Word:** Open the Event form as a Word Document.
- **Export to PDF:** Open the Event form as a PDF document.
- **Submit:** Submit the Event form.



Powered by **Process Pathways** Welcome: Memorial Researcher

Event: Amendment - Procedural **File No:** 20192439 - **Ref No :** 15991  
**PI :** Researcher Memorial(Faculty of Science\Department of Biology)  
**Project Title :** Sample AC Application

**Event Form:** Amendment - Procedural

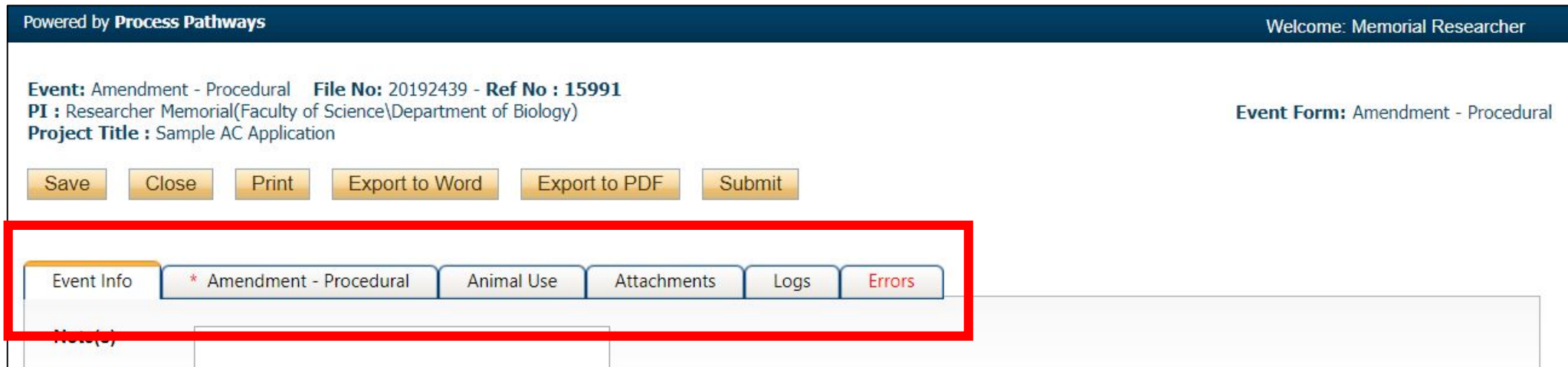
Save Close Print Export to Word Export to PDF Submit

Event Info \* Amendment - Procedural Animal Use Attachments Logs Errors

Note(s)

# Event Form Tabs

At the top of any Event form is a list of tabs that you will complete prior to submission. A tab that has a **red asterisk \*** indicates that there are required field(s) that must be completed prior to submission. Once you complete all the required fields in that tab, the asterisk will disappear. **It is recommended that you click Save after completing each tab in order to avoid losing your work.**



Powered by **Process Pathways** Welcome: Memorial Researcher

**Event:** Amendment - Procedural **File No:** 20192439 - **Ref No :** 15991  
**PI :** Researcher Memorial(Faculty of Science\Department of Biology) **Event Form:** Amendment - Procedural  
**Project Title :** Sample AC Application

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#)

Event Info **\* Amendment - Procedural** Animal Use Attachments Logs Errors



# Event Info Tab

The Event Info Tab allows the Principal Investigator or Project Team Members to add any additional comments about the Event form. Complete the entire Event form before adding information in the Note(s) box.



Powered by **Process Pathways** Welcome: Memorial Researcher

**Event:** Amendment - Procedural **File No:** 20192439 - **Ref No :** 15991  
**PI :** Researcher Memorial(Faculty of Science\Department of Biology) **Event Form:** Amendment - Procedural  
**Project Title :** Sample AC Application

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#)

**Event Info** \* Amendment - Procedural Animal Use Attachments Logs Errors

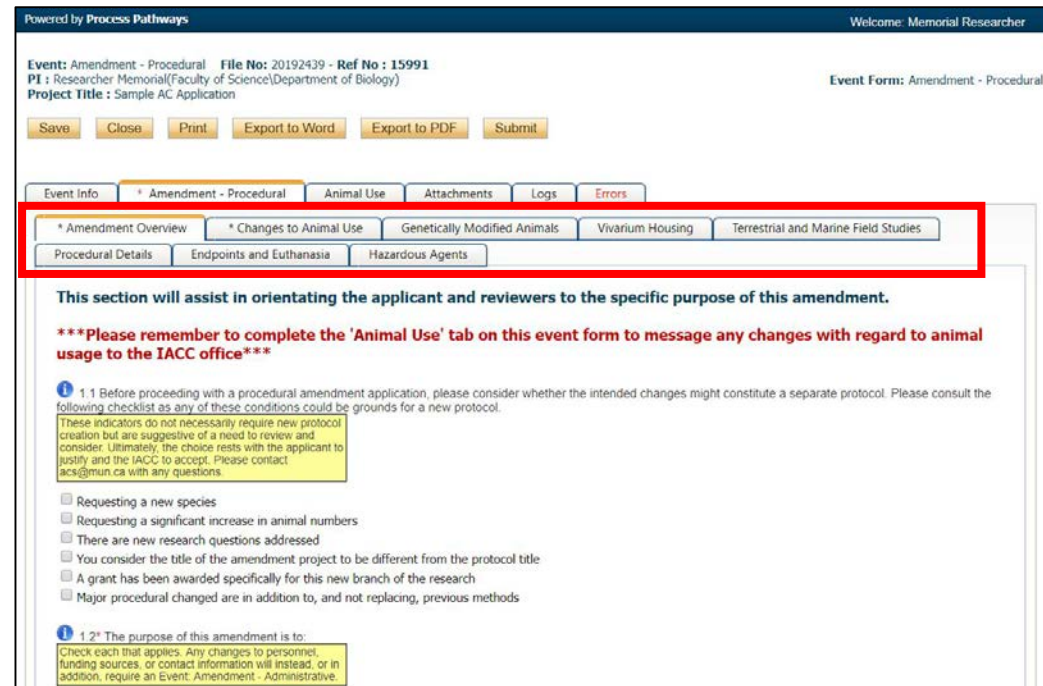
Note(s)

# Event Form Custom Questions Tab

This tab includes all questions that are directly related to your particular Event form. There may be a number of sub-tabs that organize the Event form questions into different areas. Some questions may have yellow information boxes with additional information.

**NOTE:** Text responses that contain < > will prompt an unsupported character error and may cause data loss.

When available, you may see yellow text boxes with additional information.



Powered by Process Pathways Welcome: Memorial Researcher

Event: Amendment - Procedural File No: 20192439 - Ref No : 15991  
PI : Researcher Memorial(Faculty of Science/Department of Biology)  
Project Title : Sample AC Application Event Form: Amendment - Procedural

Save Close Print Export to Word Export to PDF Submit

Event Info \* Amendment - Procedural Animal Use Attachments Logs Errors

\* Amendment Overview \* Changes to Animal Use Genetically Modified Animals Vivarium Housing Terrestrial and Marine Field Studies

Procedural Details Endpoints and Euthanasia Hazardous Agents

This section will assist in orientating the applicant and reviewers to the specific purpose of this amendment.

\*\*\*Please remember to complete the 'Animal Use' tab on this event form to message any changes with regard to animal usage to the IACC office\*\*\*

1.1 Before proceeding with a procedural amendment application, please consider whether the intended changes might constitute a separate protocol. Please consult the following checklist as any of these conditions could be grounds for a new protocol.

These indicators do not necessarily require new protocol creation but are suggestive of a need to review and consider. Ultimately, the choice rests with the applicant to justify and the IACC to accept. Please contact [acs@mun.ca](mailto:acs@mun.ca) with any questions.

- Requesting a new species
- Requesting a significant increase in animal numbers
- There are new research questions addressed
- You consider the title of the amendment project to be different from the protocol title
- A grant has been awarded specifically for this new branch of the research
- Major procedural changed are in addition to, and not replacing, previous methods

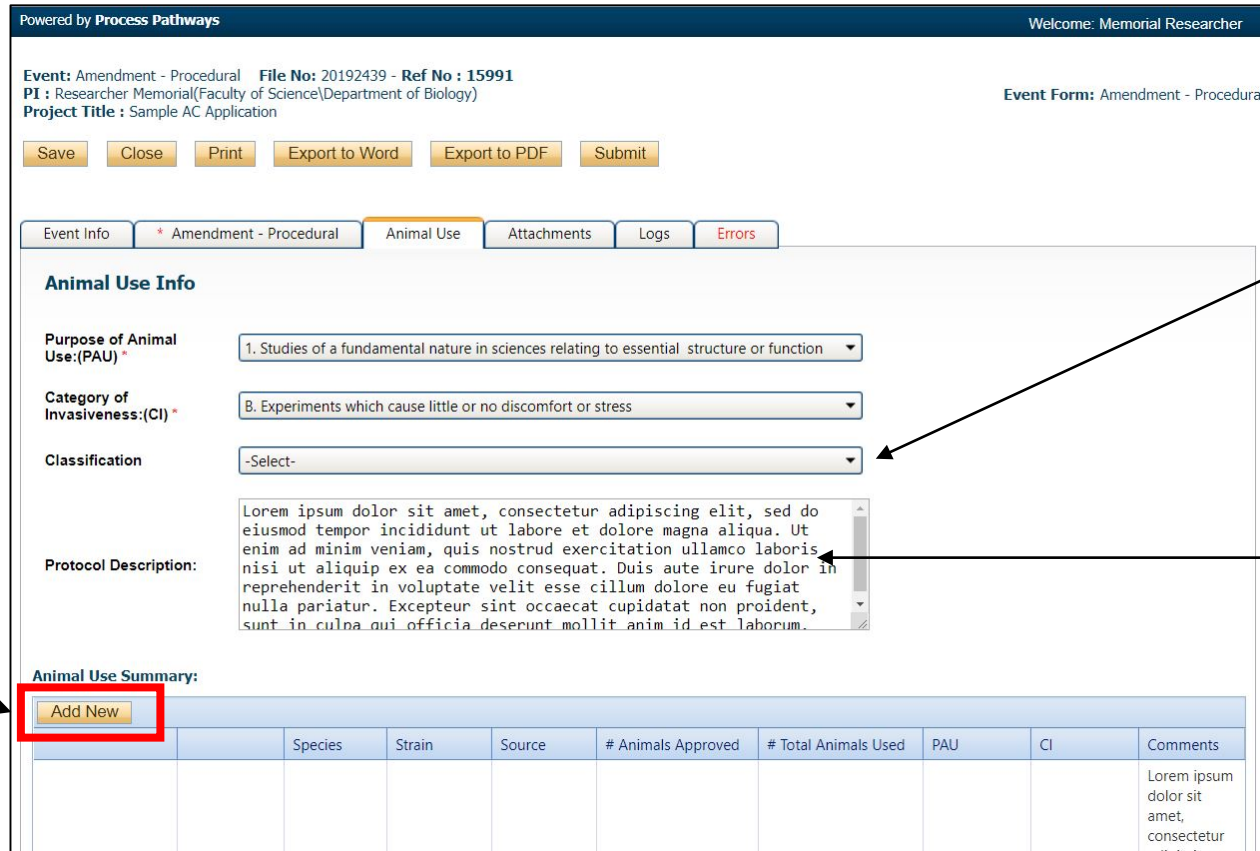
1.2\* The purpose of this amendment is to:

Check each that applies. Any changes to personnel, funding sources, or contact information will instead, or in addition, require an Event Amendment - Administrative.

# Animal Use Tab

The Animal Use tab appears on **some** Event forms. This tab is used to update animal use related to the research project. **This tab will populate with information entered in the original application.**

Click **Add New** to create an entry for each species and strain of animal for the application. Each genetically-distinct line should have its own entry



Powered by Process Pathways | Welcome: Memorial Researcher

Event: Amendment - Procedural | File No: 20192439 - Ref No: 15991  
PI: Researcher Memorial(Faculty of Science\Department of Biology) | Event Form: Amendment - Procedural  
Project Title: Sample AC Application

Save | Close | Print | Export to Word | Export to PDF | Submit

Event Info | \* Amendment - Procedural | **Animal Use** | Attachments | Logs | Errors

### Animal Use Info

Purpose of Animal Use:(PAU) \* | 1. Studies of a fundamental nature in sciences relating to essential structure or function

Category of Invasiveness:(CI) \* | B. Experiments which cause little or no discomfort or stress

Classification | -Select-

Protocol Description:  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Animal Use Summary:

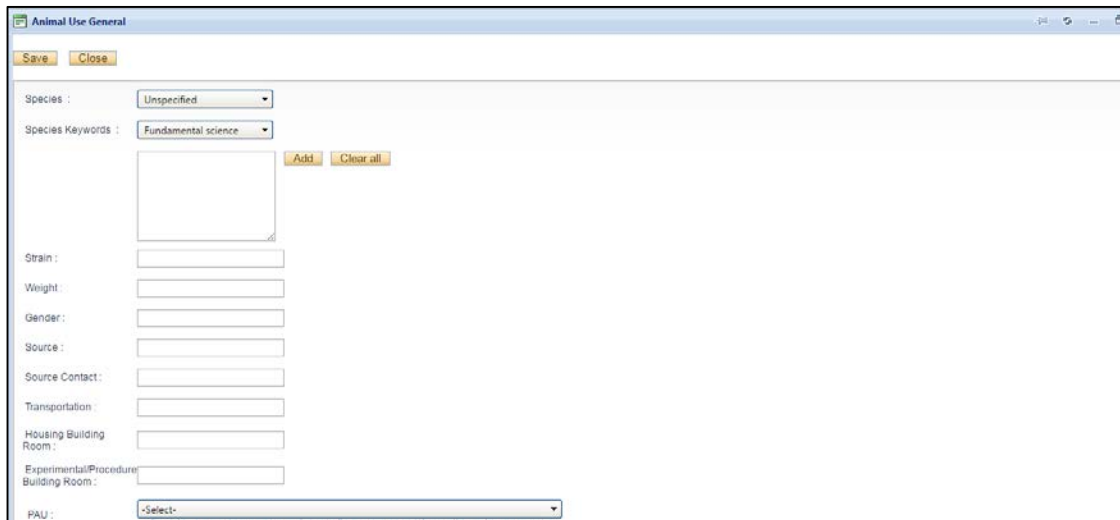
Add New									
	Species	Strain	Source	# Animals Approved	# Total Animals Used	PAU	CI	Comments	
								Lorem ipsum dolor sit amet, consectetur adipiscing	

The IACC does not collect information regarding Classification. This field can be ignored.

All applications are required to fill out the Protocol Description. The description should be a 1-3 sentence lay summary outlining research objectives, species, experimental methods and design.

# Animal Use Tab Cont'd

After selecting **Add New**, fill in the appropriate information regarding the species or strain. For more information on filling out the various fields please reference the Animal Use Glossary at <http://rpresources.mun.ca>.



The screenshot shows the 'Animal Use General' form with the following fields and values:

- Species: Unspecified
- Species Keywords: Fundamental science
- Strain: (empty)
- Weight: (empty)
- Gender: (empty)
- Source: (empty)
- Source Contact: (empty)
- Transportation: (empty)
- Housing Building Room: (empty)
- Experimental/Procedure Building Room: (empty)
- PAU: -Select-

At the bottom of this page is the Animal Use per Year Table. To add new entries to this table select **Add New**. Researchers must request animals used per calendar year (January – December).



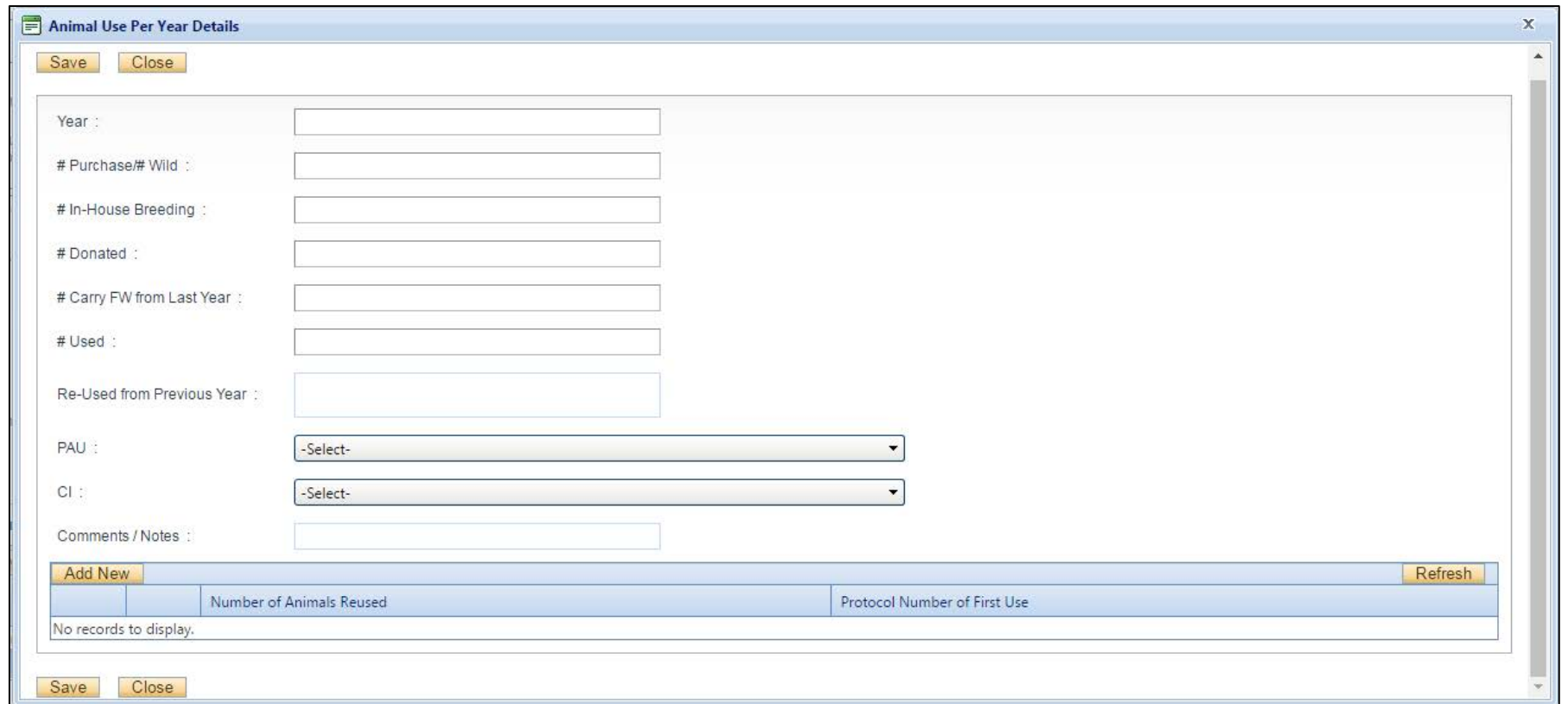
The screenshot shows the 'Animal Use Per Year Details' table with the following columns and data:

Year	# Purchase/# Wild	# In-House Breeding	# Donated	# Carry FW from Last Year	# Used	PAU	CI	Comments
No records to display.								
Sum :	Sum :	Sum :	Sum :	Sum :	Sum :			

# Animal Use Tab Cont'd

Fill in the necessary information for the Animal Use Per Year Details. For more information on filling out the various fields please reference the Animal Use Glossary at <http://rpresources.mun.ca>.

If you are using animals from another Memorial protocol, click **Add New** to include the appropriate information.



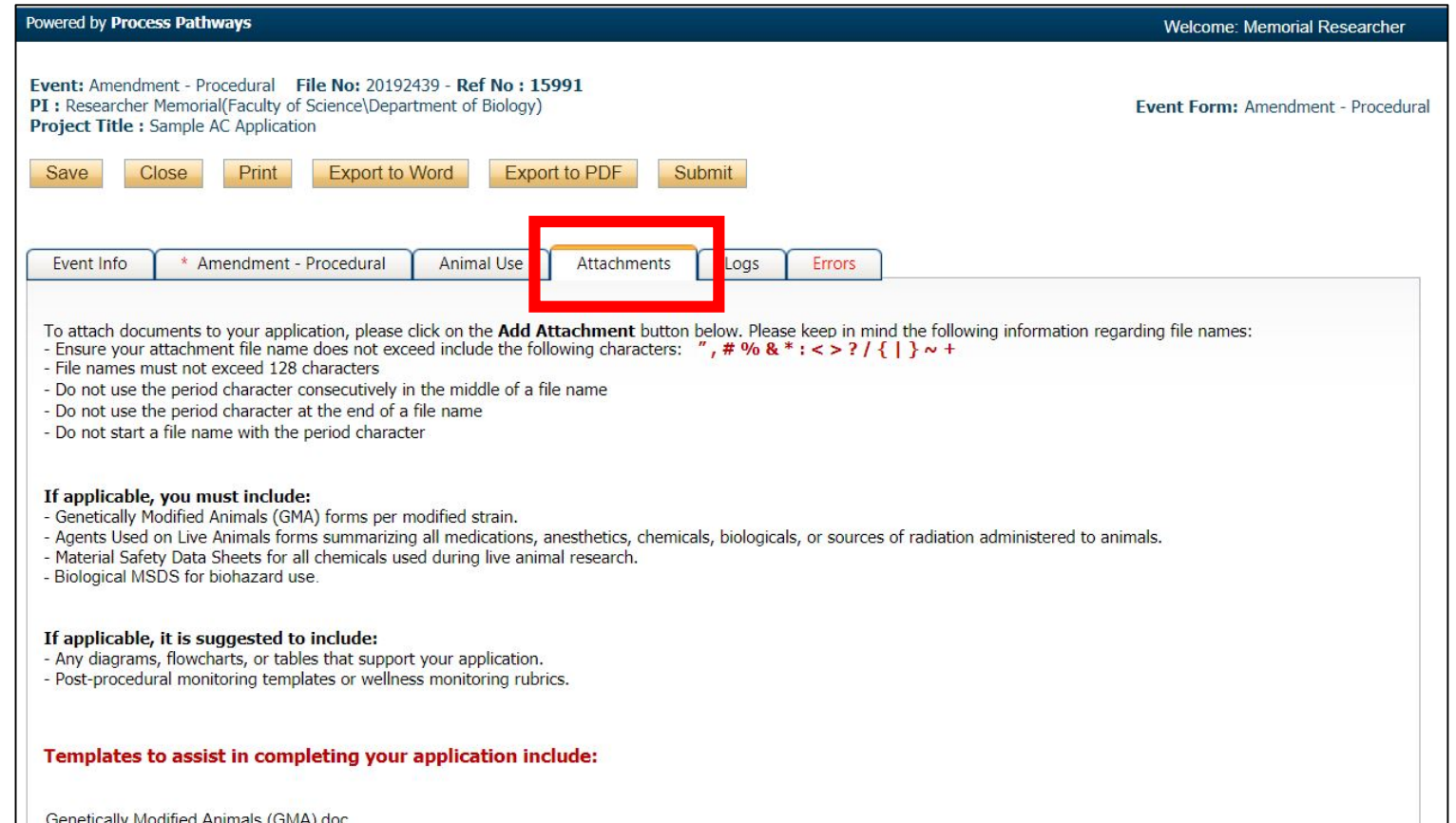
The screenshot shows a web application window titled "Animal Use Per Year Details". At the top left are "Save" and "Close" buttons. The form contains several input fields: "Year", "# Purchase/# Wild", "# In-House Breeding", "# Donated", "# Carry FW from Last Year", "# Used", and "Re-Used from Previous Year". Below these are two dropdown menus for "PAU" and "CI", both currently set to "-Select-". There is also a "Comments / Notes" text area. At the bottom left of the form is an "Add New" button, and at the bottom right is a "Refresh" button. Below the form is a table with two columns: "Number of Animals Reused" and "Protocol Number of First Use". The table currently displays "No records to display." At the very bottom of the window are "Save" and "Close" buttons.

# Attachments Tab

The Attachments Tab is where users upload any supporting documents required for the Event form.

There may be Event-specific instructions on what should be uploaded.

To upload an attachment, click the **Add Attachment** button at the bottom of the screen.



Powered by Process Pathways Welcome: Memorial Researcher

**Event:** Amendment - Procedural **File No:** 20192439 - **Ref No:** 15991  
**PI:** Researcher Memorial(Faculty of Science\Department of Biology) **Event Form:** Amendment - Procedural  
**Project Title:** Sample AC Application

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#)

Event Info \* Amendment - Procedural Animal Use **Attachments** Logs Errors

To attach documents to your application, please click on the **Add Attachment** button below. Please keep in mind the following information regarding file names:

- Ensure your attachment file name does not exceed include the following characters: " , # % & \* : < > ? / { | } ~ +
- File names must not exceed 128 characters
- Do not use the period character consecutively in the middle of a file name
- Do not use the period character at the end of a file name
- Do not start a file name with the period character

**If applicable, you must include:**

- Genetically Modified Animals (GMA) forms per modified strain.
- Agents Used on Live Animals forms summarizing all medications, anesthetics, chemicals, biologicals, or sources of radiation administered to animals.
- Material Safety Data Sheets for all chemicals used during live animal research.
- Biological MSDS for biohazard use.

**If applicable, it is suggested to include:**

- Any diagrams, flowcharts, or tables that support your application.
- Post-procedural monitoring templates or wellness monitoring rubrics.

**Templates to assist in completing your application include:**

Genetically Modified Animals (GMA).doc

# File Name Guidelines for Attachments

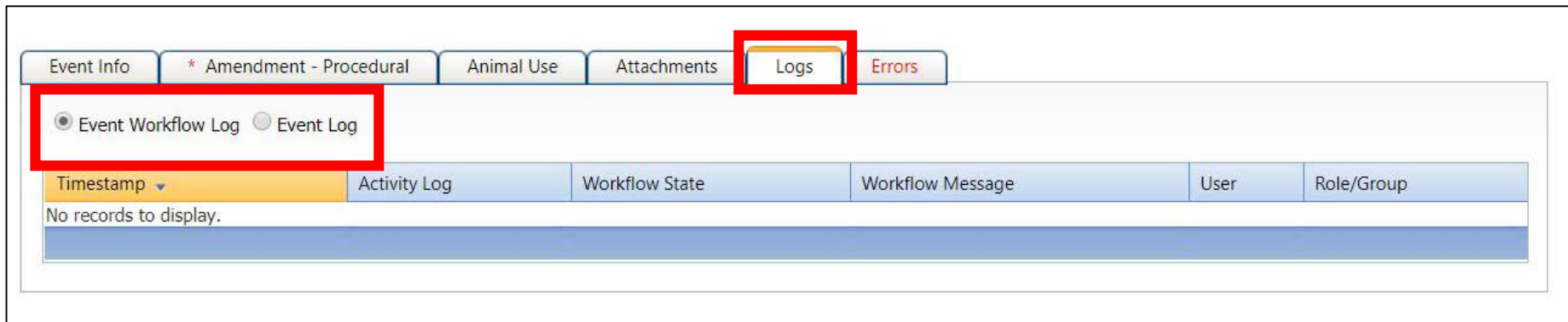
When uploading an attachment to the Memorial Researcher Portal, the file name **must adhere to the following guidelines**:

- Ensure your attachment filename does not include these characters: " # % & \* : < > ? / { | } ~ [ ]
- Filenames must not exceed 128 characters.
- Do not use the period character consecutively in the middle of a file name.
- Do not use the period character at the end of a file name.
- Do not start a file name with the period character.

Please note: The maximum file size is **10 MB**. While users can attach as many files as necessary, no single file can exceed 10 MB.

The Logs Tab allows the PI and Project Team Members to view actions on a file. Under the **Event Workflow Log** you can track the history of the application. It tracks and time stamps approvals and messages between the PI and the Animal Care Office.

Under the **Event Log**, all changes made to the application are tracked by the user. It is the responsibility of the PI to review the project log to ensure they are aware of all changes made by Project Team Members prior to submission.



The screenshot shows a web interface with a navigation bar at the top containing tabs: Event Info, \* Amendment - Procedural, Animal Use, Attachments, Logs, and Errors. The 'Logs' tab is highlighted with a red box. Below the navigation bar, there are two radio buttons: 'Event Workflow Log' (selected) and 'Event Log'. These radio buttons are also enclosed in a red box. Below the radio buttons is a table with the following columns: Timestamp, Activity Log, Workflow State, Workflow Message, User, and Role/Group. The table currently displays the text 'No records to display.'



# Errors Tab

The Errors Tab lists any required questions that have not been answered. When all required questions have been answered, the Errors Tab will disappear. You cannot submit an Event form if the Errors Tab appears on your form.



Powered by **Process Pathways** Welcome: Memorial Researcher

**Event:** Amendment - Procedural **File No:** 20192439 - **Ref No :** 15991  
**PI :** Researcher Memorial(Faculty of Science\Department of Biology) **Event Form:** Amendment - Procedural  
**Project Title :** Sample AC Application


[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#)

Event Info [\\* Amendment - Procedural](#) [Animal Use](#) [Attachments](#) [Logs](#) [Errors](#)

**Amendment - Procedural** -> Amendment Overview:1.2 The purpose of this amendment is to: is required.  
**Amendment - Procedural** -> Amendment Overview:1.3 Overall, the proposed changes are meant to: is required.

# Saving an Event Form

If you wish to edit or submit your Event form at a later date, click **Save** to save your most recent edits and click **Close** to close the form.



Powered by **Process Pathways** Welcome: Memorial Researcher

**Event:** Amendment - Procedural **File No:** 20192439 - **Ref No :** 15991  
**PI :** Researcher Memorial(Faculty of Science)\Department of Biology  
**Project Title :** Sample AC Application **Event Form:** Amendment - Procedural

**Save** **Close** **Print** **Export to Word** **Export to PDF** **Submit**

**Event Info** \* Amendment - Procedural **Animal Use** **Attachments** **Logs** **Errors**

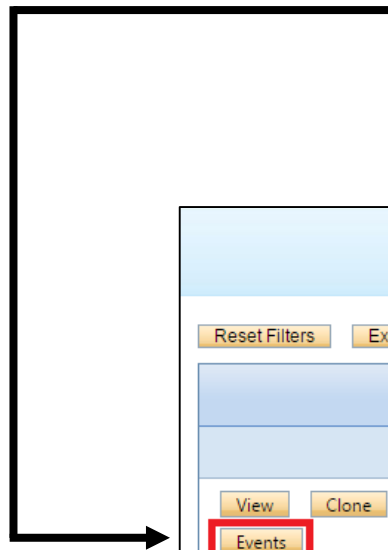
**Note(s)**

# Retrieving a Saved Event Form

In order to access the previously saved Event form, choose the quick link **Events: Drafts**. Find the appropriate application and click the **Events** button.

Role: Principal Investigator
<a href="#">Applications: Drafts</a>
<a href="#">Applications: Requiring Attention</a>
<a href="#">Applications: Under Review</a>
<a href="#">Applications: Post-Review</a>
<a href="#">Applications: Withdrawn</a>
<b><a href="#">Events: Drafts</a></b>
<a href="#">Events: Requiring Attention</a>
<a href="#">Reminders</a>

Role: Project Team Member
<a href="#">Applications: Drafts</a>
<a href="#">Applications: Requiring Attention</a>
<a href="#">Applications: Under Review</a>
<a href="#">Applications: Post-Review</a>
<a href="#">Applications: Withdrawn</a>
<b><a href="#">Events: Drafts</a></b>
<a href="#">Events: Requiring Attention</a>
<a href="#">Reminders</a>



APPLY NEW   News   Useful Links   Settings						
Reset Filters   Export To Excel						
	File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>	
<a href="#">View</a> <a href="#">Clone</a>	20162076	Animal Care Test Application	Dr. John Doe (Research Units)	Animal Use Protocol Form (Certification)\Animal Care	<b>Project Status:</b> Active <b>Workflow Status:</b> Approval Decision Made	
<b><a href="#">Events</a></b>						

# Retrieving a Saved Event Form Cont'd

At the bottom of the page, select the appropriate Event from the list of Saved Events. Click **Edit** to open the Event.

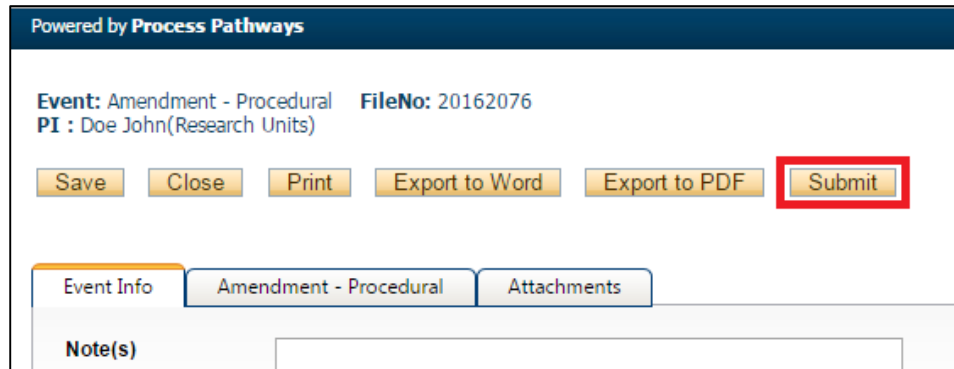
**File No: 20170742**

Project Title: Test AC Application

Events: Drafts					
	Event No	Event Category	Event Form	Comments	Latest Update
<a href="#">View Event</a> <a href="#">Edit</a> <a href="#">Delete</a>	20170742 - Ref No : 2845	Amendment - Administrative	Amendment - Administrative		John Doe on 10/25/2016 3:40:07 PM
Events: Requiring Attention					
Events: Under Review					
Events: Post Review					
Reminders					

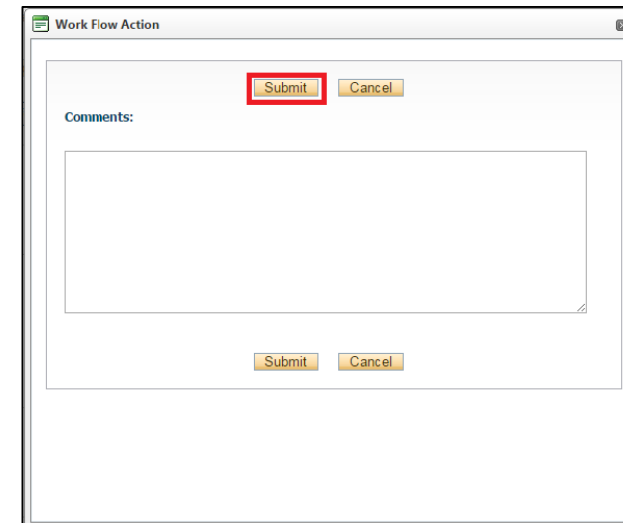
# Submitting an Event Form

When you have completed the Event form, click the **Submit** button. **Once you click Submit, you will no longer be able to edit the Event form.**



The screenshot shows a web interface titled "Powered by Process Pathways". It displays event details: "Event: Amendment - Procedural" and "FileNo: 20162076", with the PI listed as "Doe John(Research Units)". A row of buttons includes "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit", with the "Submit" button highlighted by a red box. Below the buttons are tabs for "Event Info", "Amendment - Procedural", and "Attachments". At the bottom, there is a "Note(s)" field.

A workflow action block will appear. Make any necessary comments to the Animal Care Office about your form. Click **Submit**.

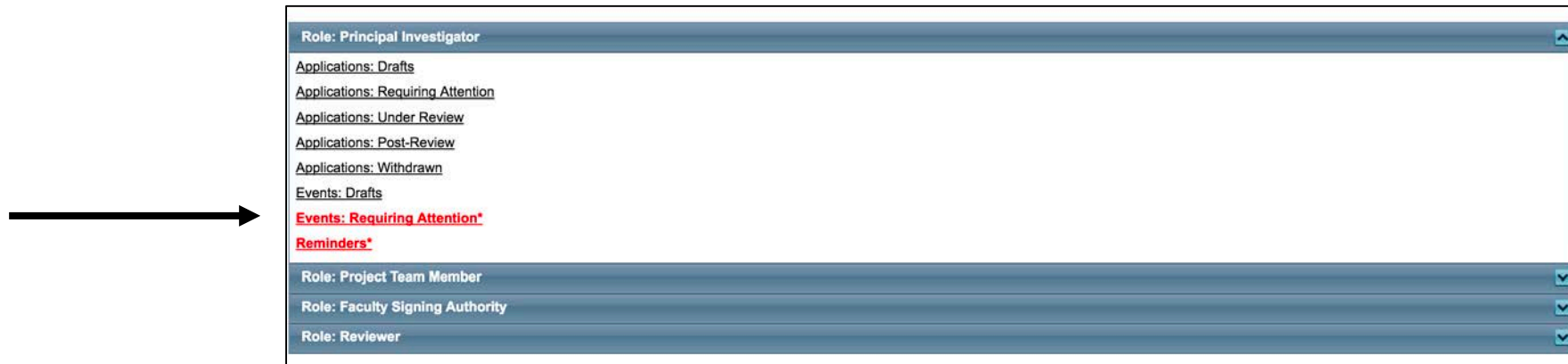


The screenshot shows a "Work Flow Action" dialog box. It features a "Comments:" label above a large text input area. At the top right of the dialog are "Submit" and "Cancel" buttons, with the "Submit" button highlighted by a red box. At the bottom right are another "Submit" and "Cancel" button pair.

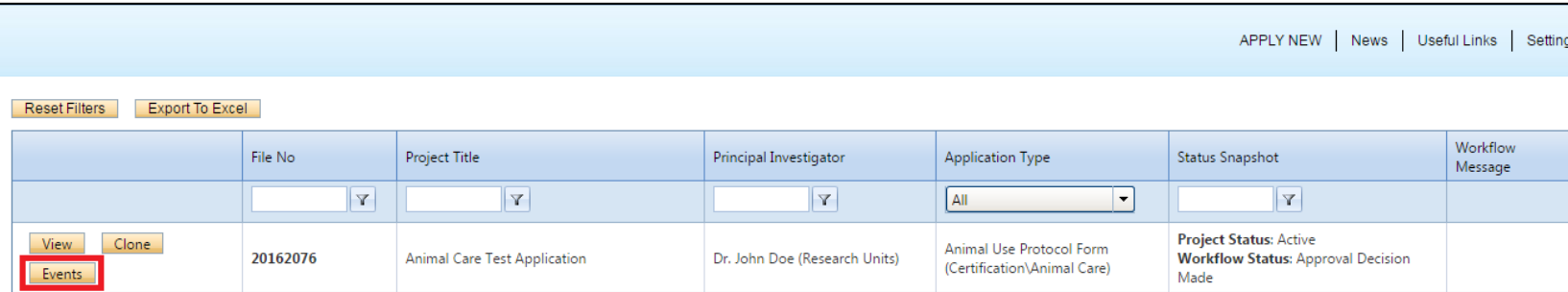
Please note you cannot submit the application without entering a comment in the workflow action block.

# Event Forms Requiring Revisions

When an Event Form has been returned from an ethics office for revisions, the quick link “Events: Requiring Attention” will be boldfaced and red.



Click the quick link and then select **Events** to enter the Events for a specific application. Click Edit to edit a specific Event form.

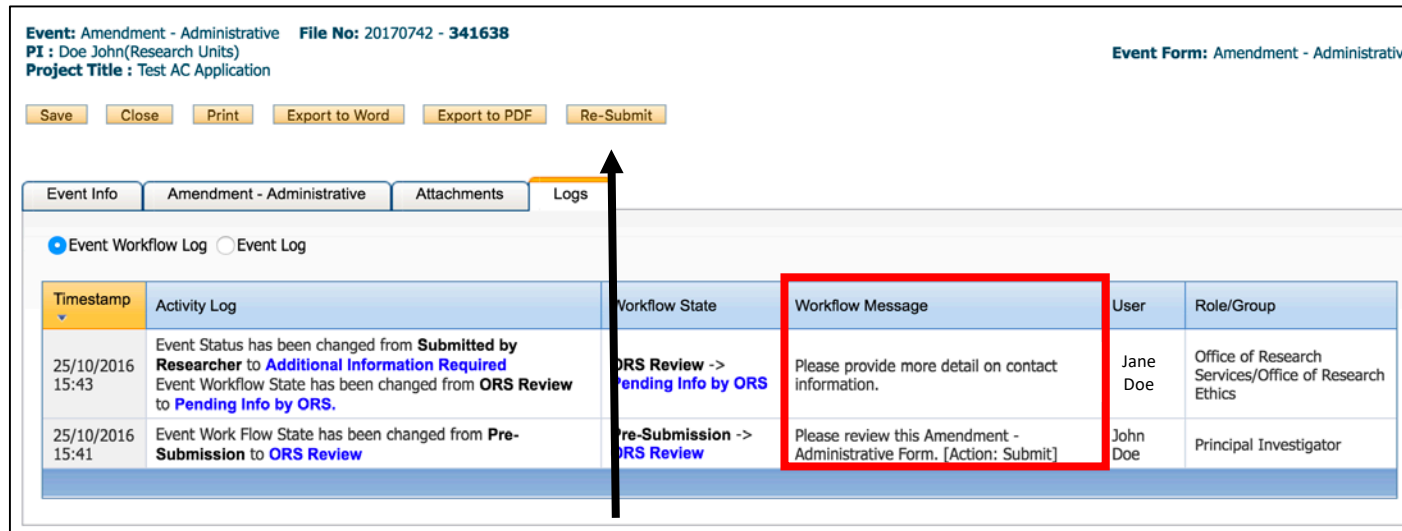


A screenshot of a table showing application details. The table has columns for File No, Project Title, Principal Investigator, Application Type, Status Snapshot, and Workflow Message. The first row shows an application with File No 20162076, Project Title Animal Care Test Application, and Principal Investigator Dr. John Doe (Research Units). The Application Type is Animal Use Protocol Form (Certification\Animal Care). The Status Snapshot is Project Status: Active and Workflow Status: Approval Decision Made. The 'Events' button in the first row is highlighted with a red box.

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
<a href="#">View</a> <a href="#">Clone</a> <a href="#">Events</a>	20162076	Animal Care Test Application	Dr. John Doe (Research Units)	Animal Use Protocol Form (Certification\Animal Care)	Project Status: Active Workflow Status: Approval Decision Made	

# Event Forms Requiring Revisions Cont'd

To see the workflow message from the Ethics Office, go to the Logs Tab. The Workflow message in the table will provide information regarding the necessary changes. Once you have made the necessary edits, click **Re-Submit** in the Event Form Action Buttons to re-submit the form. In the the pop-up Work Flow Action window, enter a comment and click **Submit**.



Event: Amendment - Administrative File No: 20170742 - 341638  
PI : Doe John(Research Units)  
Project Title : Test AC Application

Event Form: Amendment - Administrative

Save Close Print Export to Word Export to PDF Re-Submit

Event Info Amendment - Administrative Attachments **Logs**

Event Workflow Log  Event Log

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
25/10/2016 15:43	Event Status has been changed from <b>Submitted by Researcher</b> to <b>Additional Information Required</b> Event Workflow State has been changed from <b>ORS Review</b> to <b>Pending Info by ORS</b> .	ORS Review -> Pending Info by ORS	Please provide more detail on contact information.	Jane Doe	Office of Research Services/Office of Research Ethics
25/10/2016 15:41	Event Work Flow State has been changed from <b>Pre-Submission</b> to <b>ORS Review</b>	Pre-Submission -> ORS Review	Please review this Amendment - Administrative Form. [Action: Submit]	John Doe	Principal Investigator

Re-submit after you have made all necessary edits to your Event form.

# Contact Us!



If you have any issues or questions about the Memorial Researcher Portal, please submit a Help Desk Ticket at <https://rresources.mun.ca/help/>.

\*Special thanks to Queen's University for providing support and material for this training manual.