Researcher User Manual

Creating a New Application

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 on the Tools and Resources website.

Table of Contents

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

Avoiding Data Loss

To avoid data loss, do **NOT** use the symbols **<** or **>** when entering information into the Researcher Portal. These symbols are unsupported.
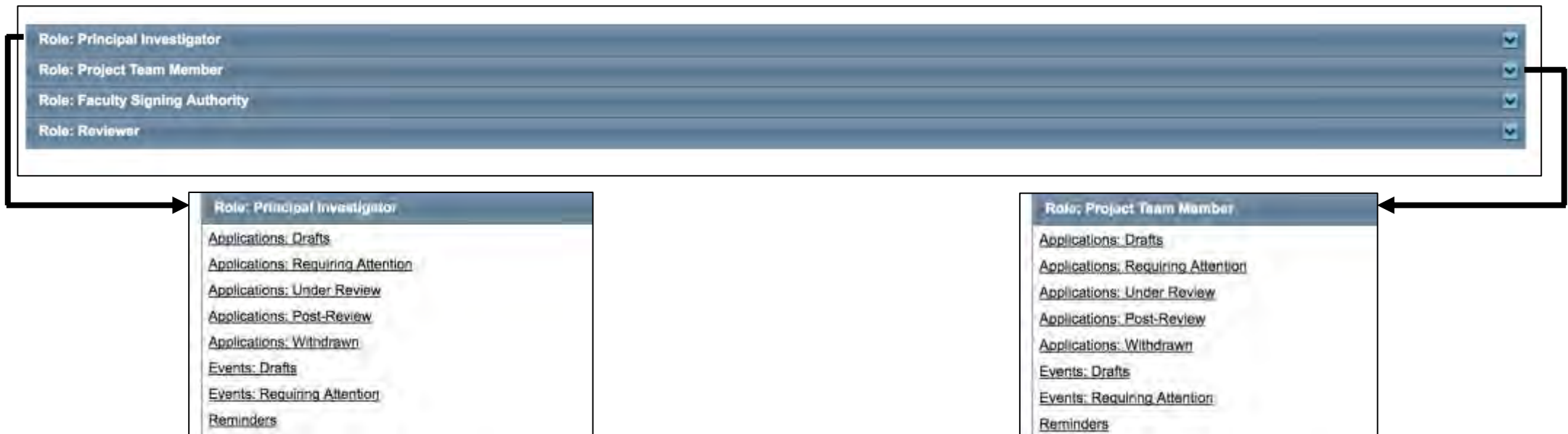
Using these symbols can cause issues such as **loss of work** and/or **error messages**.

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

When you login to the Memorial Researcher Portal you will see the Home Page. The **Principal Investigator (PI) and Project Team Member Role Block** provides links that will direct you to application forms where you are a PI or project team member. All project team members can contribute to an application form prior to submission, however project team members cannot submit the application. **Only the PI can submit an application.**

- **Applications: Drafts:** This link contains ethics and funding applications in-progress that are saved but not yet submitted for review. Applications here can still be edited by the Principal Investigator or Project Team members.

- **Applications: Requiring Attention:** This link contains ethics and funding applications returned to the Principal Investigator and Project Team for revisions. Depending on the application type, these may have been returned by a signing authority, an ethics office or by the Research Initiatives & Services (RIS) department. The Principal Investigator and Project Team members can edit these applications.

- **Applications: Under Review:** This link contains ethics and funding applications submitted by the Principal Investigator and are currently under review. These applications are read-only.

- **Applications: Post Review:** This link contains post-review ethics and awards applications. These applications are read-only, however the Principal Investigator and Project Team Members can submit Event forms for these files, as well as Clone them.

- **Applications: Withdrawn:** This link contains applications that the Principal Investigator has withdrawn.

PI or Project Team Role Block Cont'd

- **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. Depending on the Event form type, these may have been returned by a signing authority, an ethics office or by the Research Initiatives & Services (RIS) department. The Principal Investigator and Project Team members can edit these forms.

- **Reminders:** This link contains ethics and funding files that have a deliverable due such as an annual renewal or report. The Principal Investigator and Project Team members cans submit these as Event forms.

How to Start a New Application

Click the **APPLY NEW** button in the Middle Navigation Menu on the Memorial Researcher Portal Home Page.
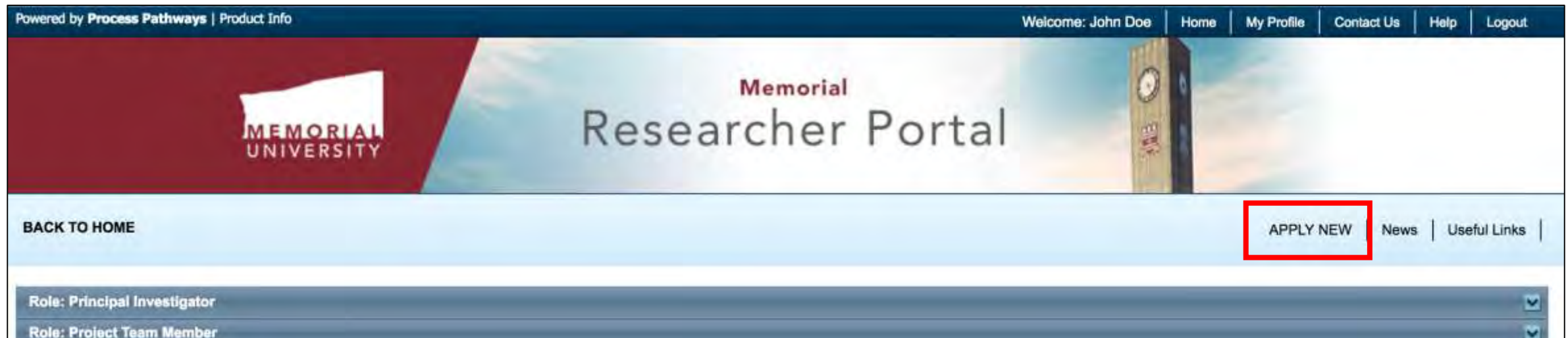
New Application Forms

You will be brought to the New Application Forms page. The application names are hyperlinked.

To start a new application, click the name of the application you wish to complete. You may have to scroll down the page to find the appropriate application.

Once you select the application name a new application will be launched.
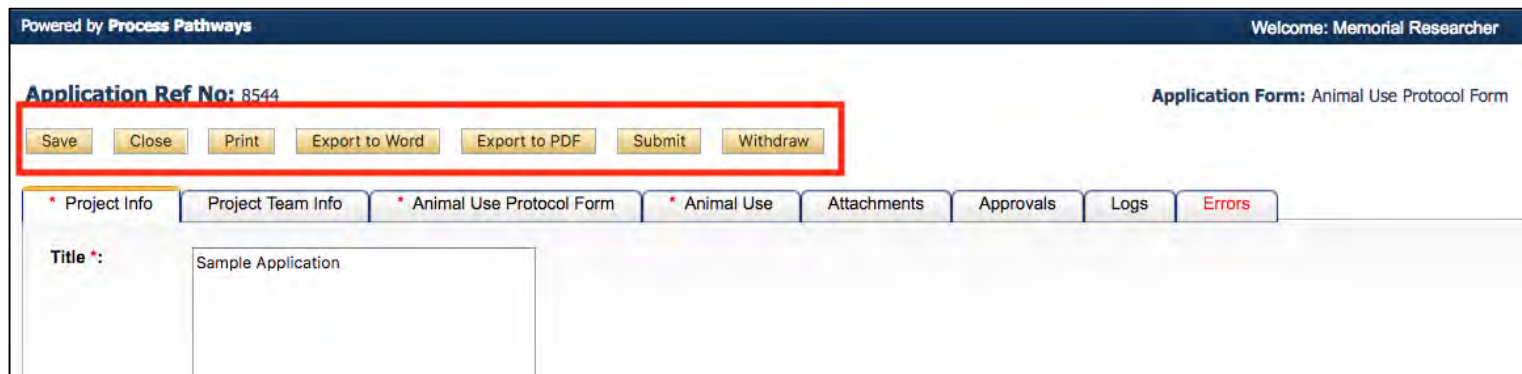
Application Action Buttons

The buttons that appear at the top of an application are the **Application Action** buttons. Select these buttons to:

- **Save:** Save any changes to the application.
- **Close**: Exit the application and return to the Memorial Researcher Portal Home Page.
- **Print**: Print the application in the pre-set layout.
- **Export to Word**: Open the application as a Word Document.
- **Export to PDF**: Open the application as a PDF.
- **Submit**: Submit the application to the pre-routed body.
- **Withdraw**: Withdraws the application and moves the application to Applications: Withdrawn.

Invalid Characters: < or >

The < or > are invalid characters that cannot be used in the text areas within the Researcher Portal. If a researcher or reviewer tries to save text responses using these unsupported characters, it's probable they will prompt an unsupported character error.
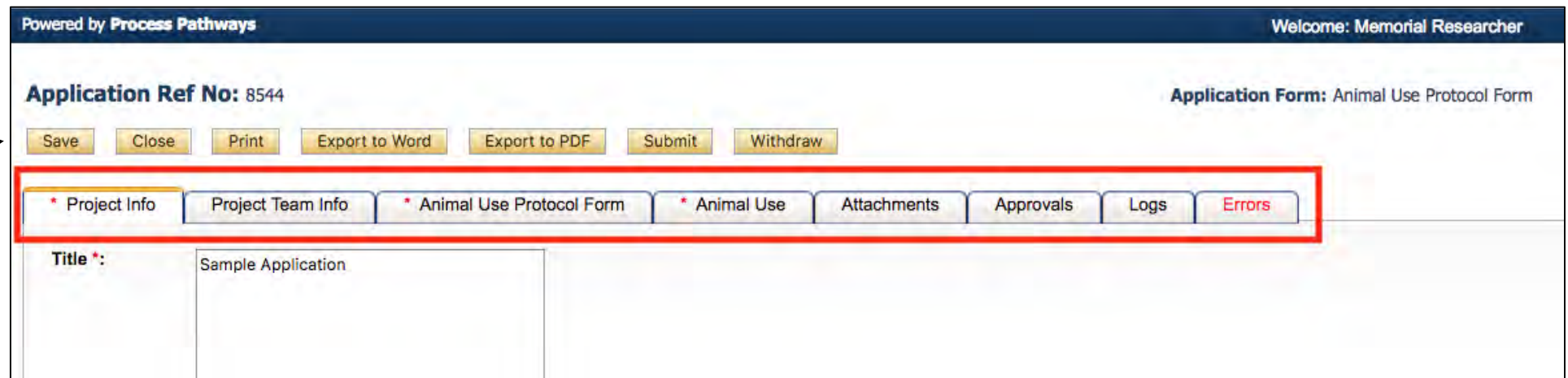
Application Tabs

At the top of any application is a list of tabs that you will complete prior to submitting the application. 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. The subsequent slides will further explain each individual tab.

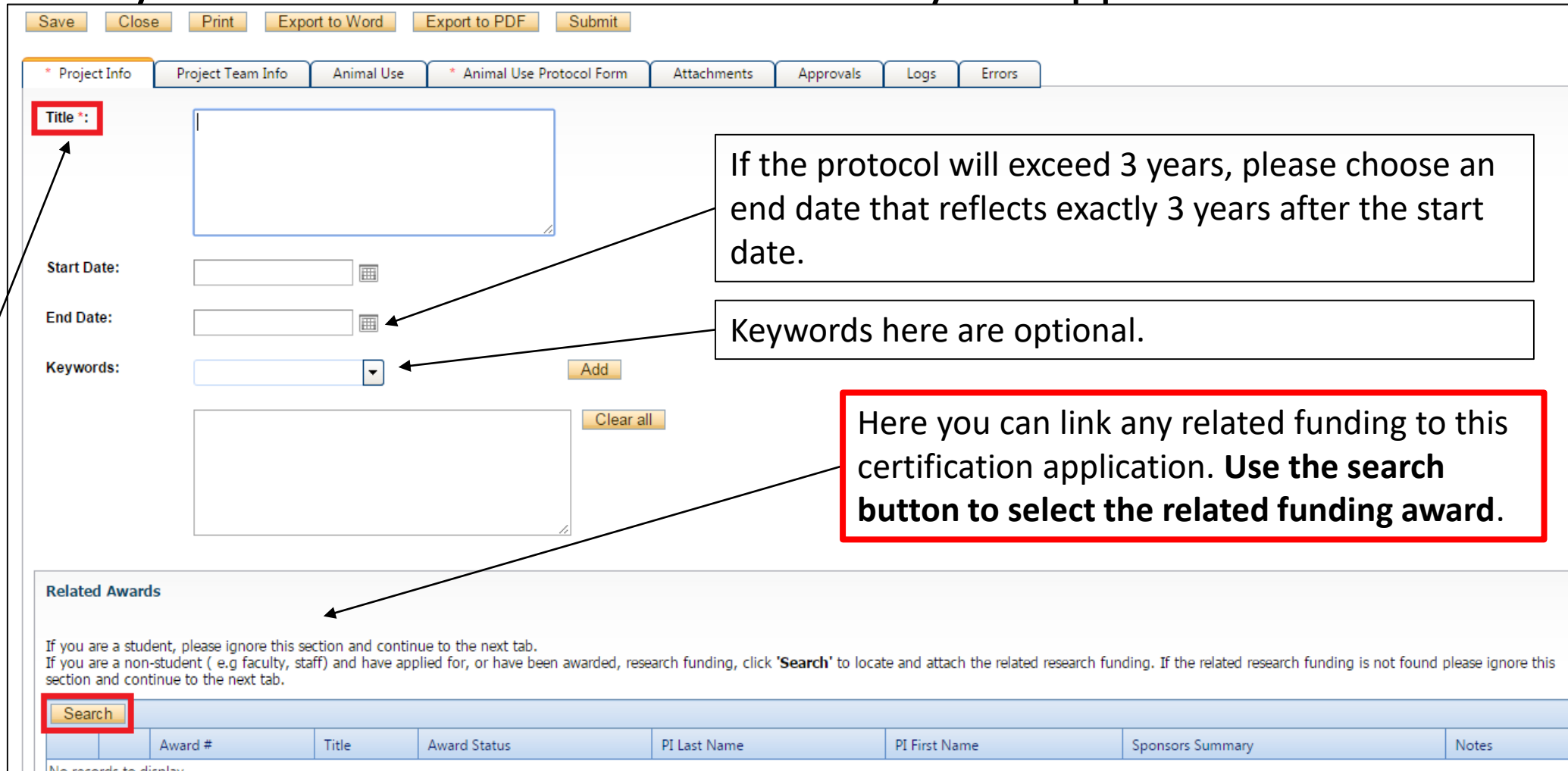NOTE: Click save as often as possible while completing your application!

Project Info Tab

This tab is where you enter basic information about your application.

IMPORTANT: Please note that all fields that have a red asterisk * are required. Failing to complete these fields will prevent the PI from submitting the application. See Errors Tab for more information.

Save	Close	Print	Export to Word	Export to PDF	Submit

| * Project Info | Project Team Info | Animal Use | * Animal Use Protocol Form | Attachments | Approvals | Logs | Errors |

Title *:

If the protocol will exceed 3 years, please choose an end date that reflects exactly 3 years after the start date.

Start Date:

End Date:
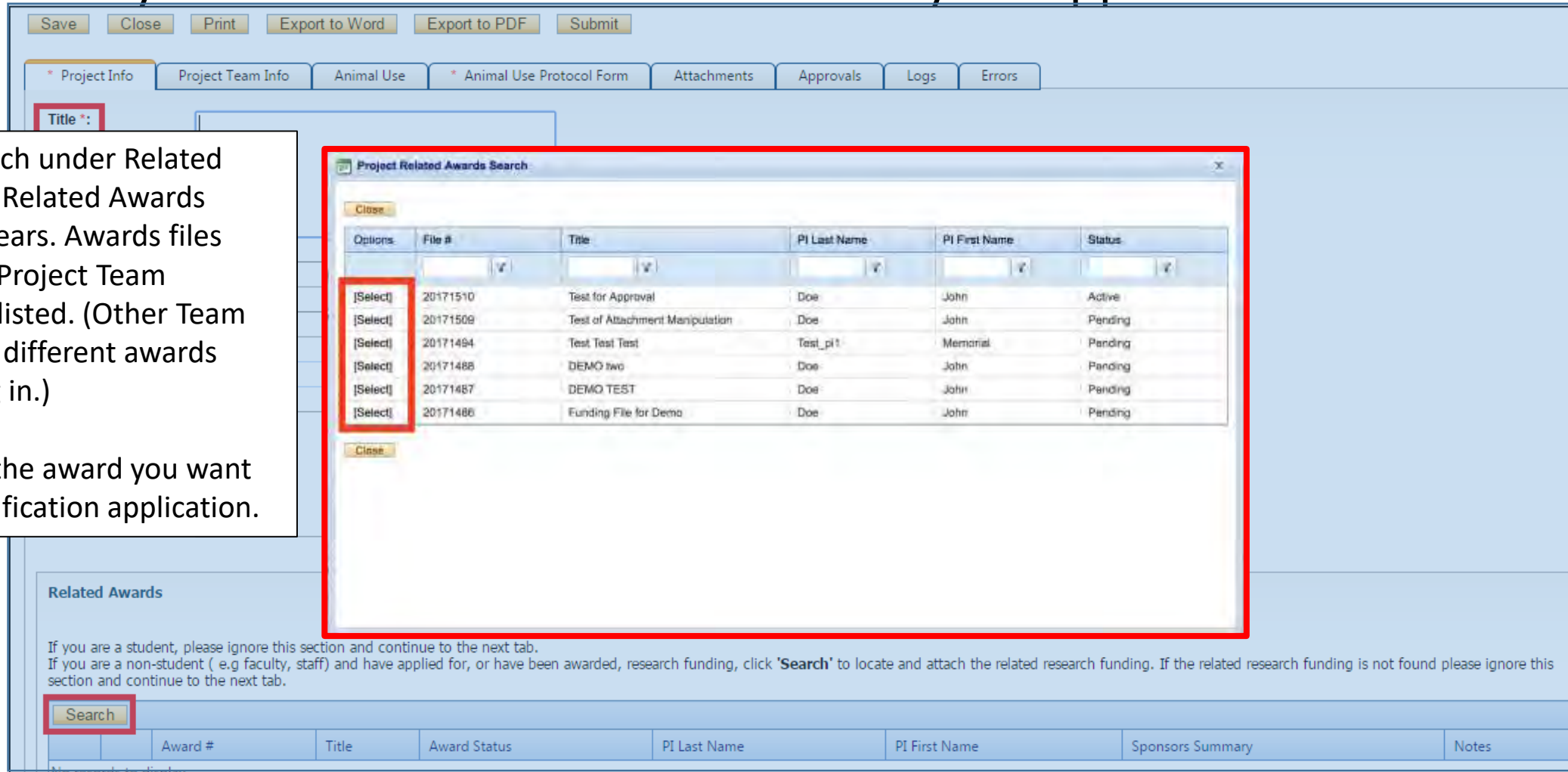
Keywords here are optional.

Keywords: Add

Clear all

Here you can link any related funding to this certification application. **Use the search button to select the related funding award**.
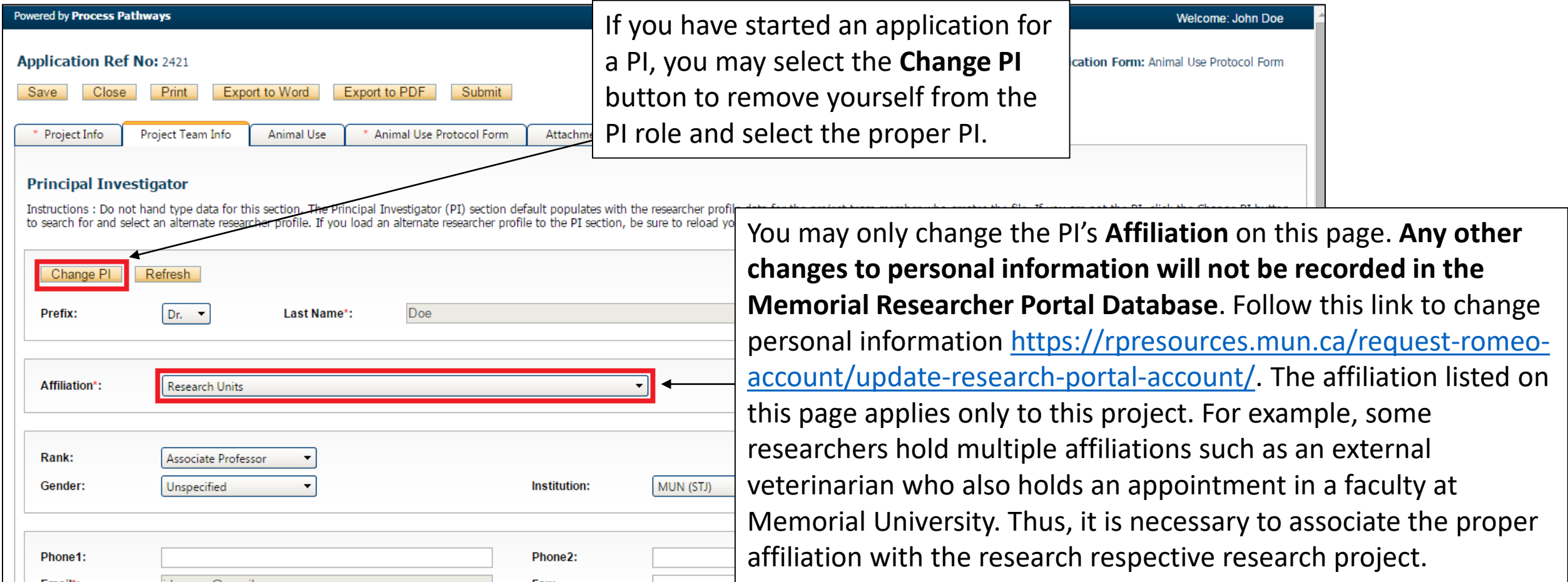
Related Awards

If you are a student, please ignore this section and continue to the next tab.
If you are a non-student (e.g faculty, staff) and have applied for, or have been awarded, research funding, click '**Search**' to locate and attach the related research funding. If the related research funding is not found please ignore this section and continue to the next tab.

Search

		Award #	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes

No records to display

This tab is where you enter basic information about your application.

When you click Search under Related Awards, the Project Related Awards Search window appears. Awards files that you were PI or Project Team Member for will be listed. (Other Team Members may have different awards listed when they log in.)

Click Select next to the award you want to link with the certification application.

This tab is where you enter basic information about your application.

Once added, award information will display under Related Awards on the Project Info tab.

To add notes about the award, click **Edit**. *You cannot change any other information about the award*.

To remove the link to the award from the application, click **Delete**.

Related Awards

If you are a student, please ignore this section and continue to the next tab.
If you are a non-student (e.g faculty, staff) and have applied for, or have been awarded, research funding, click **'Search'** to locate and attach the related research funding. If the related research funding is not found please ignore this section and continue to the next tab.

Search		Award File No	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary		Notes
Edit	Delete	20171486	Funding File for Demo	Pending	Doe	John	SSHRC		
							Program:	Research	
							Type:	Grant	
							Requested:	CAD 0.00	
							Awarded:	CAD 0.00	
							PROJECT TOTALS:		

Note to researchers with awards with confidential components: Keep in mind that basic information about the linked award, as seen in the example above, will be visible to <u>all</u> Project Team Members on your ethics application.

Project Team Info Tab

This tab will allow you to add and change members on your research team.

Powered by Process Pathways

Welcome: John Doe

Application Ref No: 2421

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

ication Form: Animal Use Protocol Form

* Project Info | Project Team Info | Animal Use | * Animal Use Protocol Form | Attachm

Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profil to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload yo

Change PI | Refresh

| Prefix: | Dr. | Last Name*: | Doe |

| Affiliation*: | Research Units | ▾ |

| Rank: | Associate Professor |
| Gender: | Unspecified | | Institution: | MUN (STJ) |

| Phone1: | | Phone2: | |
| Email*: | | Fax: | |

> If you have started an application for a PI, you may select the **Change PI** button to remove yourself from the PI role and select the proper PI.

> You may only change the PI's **Affiliation** on this page. **Any other changes to personal information will not be recorded in the Memorial Researcher Portal Database**. Follow this link to change personal information https://rpresources.mun.ca/request-romeo-account/update-research-portal-account/. The affiliation listed on this page applies only to this project. For example, some researchers hold multiple affiliations such as an external veterinarian who also holds an appointment in a faculty at Memorial University. Thus, it is necessary to associate the proper affiliation with the research respective research project.

Researchers with Multiple Affiliations

- An affiliation is the University faculty that the research and researcher is associated with. This is considered an internal affiliation. If the research is not associated with a University faculty it is considered External. Researchers may have multiple affiliations.

- If your account does not have the appropriate affiliation in the drop down menu or you require an additional affiliation please submit the Update Research Portal Account Form at https://rpresources.mun.ca/request-romeo-account/update-research-portal-account/

Rank and Institution

Depending on the research and affiliation, a researcher's rank and institution may change. You may change the rank and institution for the application by selecting the drop down menus on the Project Team Info Tab.

Changing the PI of an Application

When you click the **Change PI** button on the Project Team Info Tab a new window will appear. In this window you will search for the Principal Investigator and click **Select**. DO NOT manually enter the PI's information.

Follow the instructions in the following slides to add yourself as a Project Team Member once you have removed yourself as the PI.

Adding a Project Team Member

You are required to list all project team members in the Project Team Info tab. You may add two types of project team members to your project:

1. Project team members that will have the ability to sign into the Memorial Researcher Portal to view and edit the application.

2. Personnel that will **not** have the ability to view or edit the application.

Follow the instructions in the subsequent slides to appropriately add project team members. If the Project Team Member will be accessing the application through the Memorial Researcher Portal, please ensure they have an account. If not, they must submit a Memorial Research Portal account request at https://rpresources.mun.ca/request-romeo-account/.

Adding a Project Team Member Cont'd
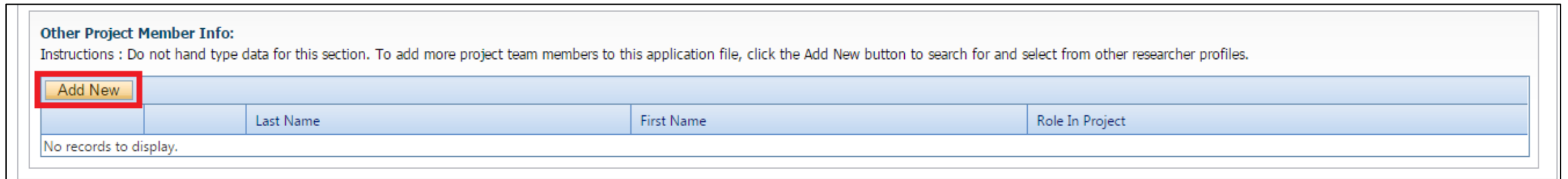
You are required to list Project Team Members in the Project Team Info tab that will have the ability to view and edit the application. This also includes Project Team Members responsible for submitting events and ordering animals.

All Project Team Members (including those listed in the Project Team Info tab) should be listed on the Personnel Training tab under the Animal Use Protocol Form. These Project Team Members are students or staff that are interacting with live animals.

Follow the instructions in the subsequent slides to appropriately add Project Team Members. If the Project Team Member will be accessing the application through the Memorial Researcher Portal, please ensure they have an account. If not, they must submit a Memorial Research Portal account request at https://rpresources.mun.ca/request-romeo-account/.

To add Project Team Members whom you want to have access to the file, click **Add New** at the bottom of the Project Team Info Tab.
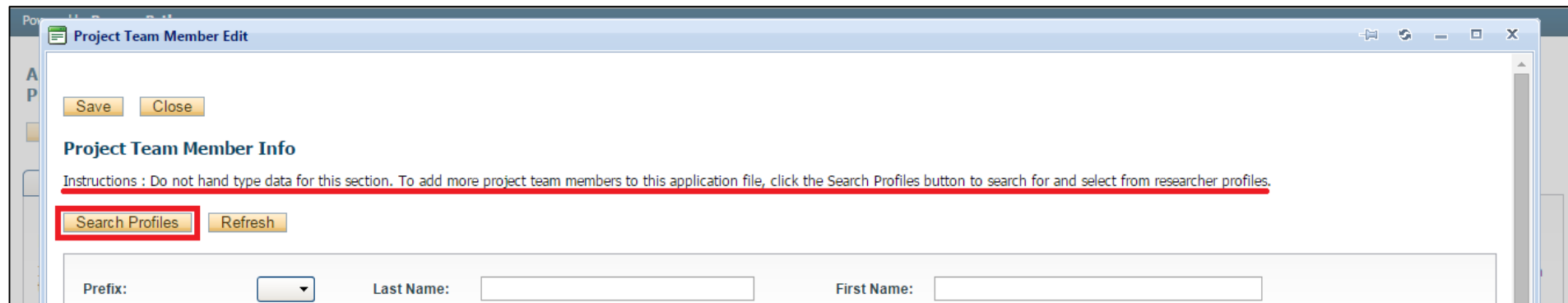
A new window will appear. Use the search button to add a member to the project team. **You must use the search button to give a team member access to the application!**

The Investigator List Window will open. Use the Last Name text box to type in the Project Team Members' last name and click **Search**.

When you find the Project Team Member, click the **Select** button next to their name.
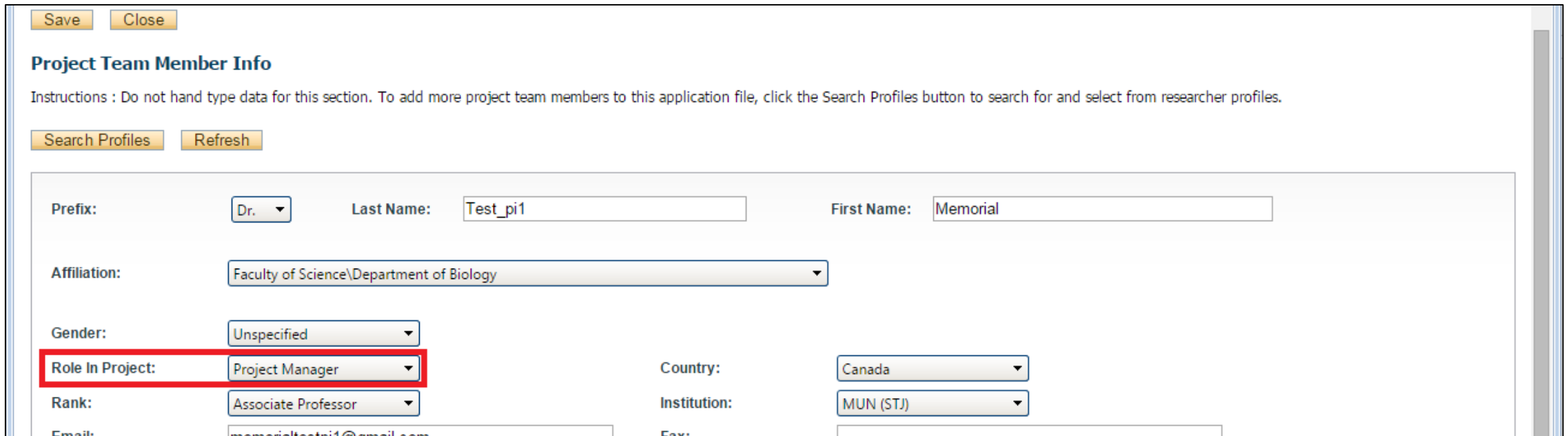
Once you select the Team Member, their information will appear. Select the Team Members **Role in Project**, then click **Save**.

Once you have saved, check at the bottom of the Project Team Info Tab to ensure the Project Team Member has been added.

Adding a Project Team Member Cont'd

- If one of your Project Team Members *who will require access to your application* does not have a Memorial Researcher Portal account, direct the Project Team Member to https://rpresources.mun.ca. On the website, they will select and follow the steps in **Request a Memorial Researcher Portal Account** under Memorial Researcher Portal Account.

- If one of your Project Team Members has a Memorial Researcher Portal account but does not appear in the database using the search button, **DO NOT manually add the Project Team Member**. Please submit a help desk ticket at https://rpresources.mun.ca/help/ to seek assistance.

- Make sure to notify team members when you have added them to an application. **There is no system-generated notification for team members.**

Adding a Project Team Member Cont'd

If you are adding a personnel member who you do **not** want to have access to the application in the Memorial Researcher Portal, you will type their name and project role in the Principle Investigator Comments box. This box is near the bottom of the Project Team Info tab.
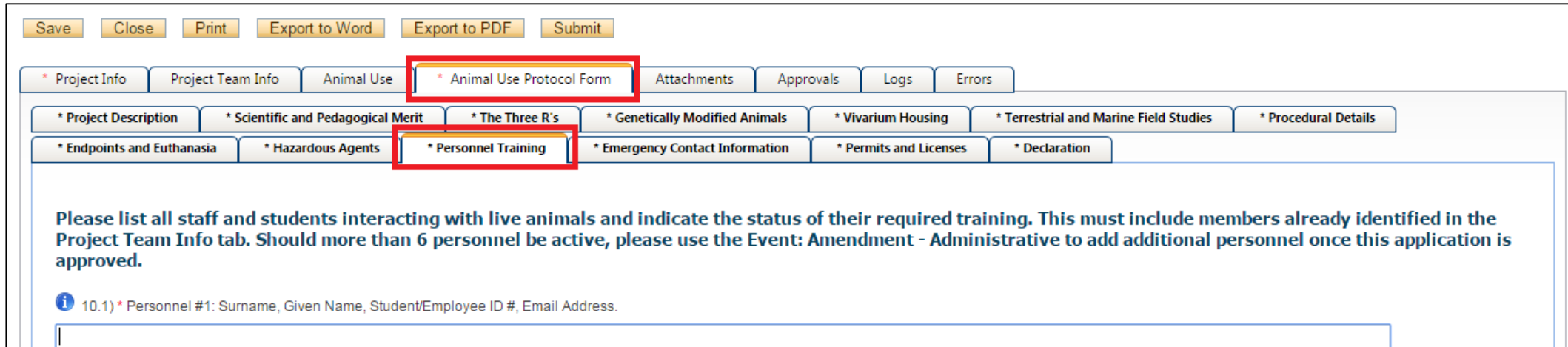
NOTE: If you change the PI for the application later on, you will need to copy and paste any Team Members added this way into the Comments box for the new PI.

In the Animal Use Protocol Form Tab, please list all staff and students interacting with live animals on the Personnel Training sub-tab. **This must include members already identified in the Project Team Info tab**. *Should more than 6 personnel be active, please use the Event: Amendment - Administrative to add additional personnel once this application is approved.*
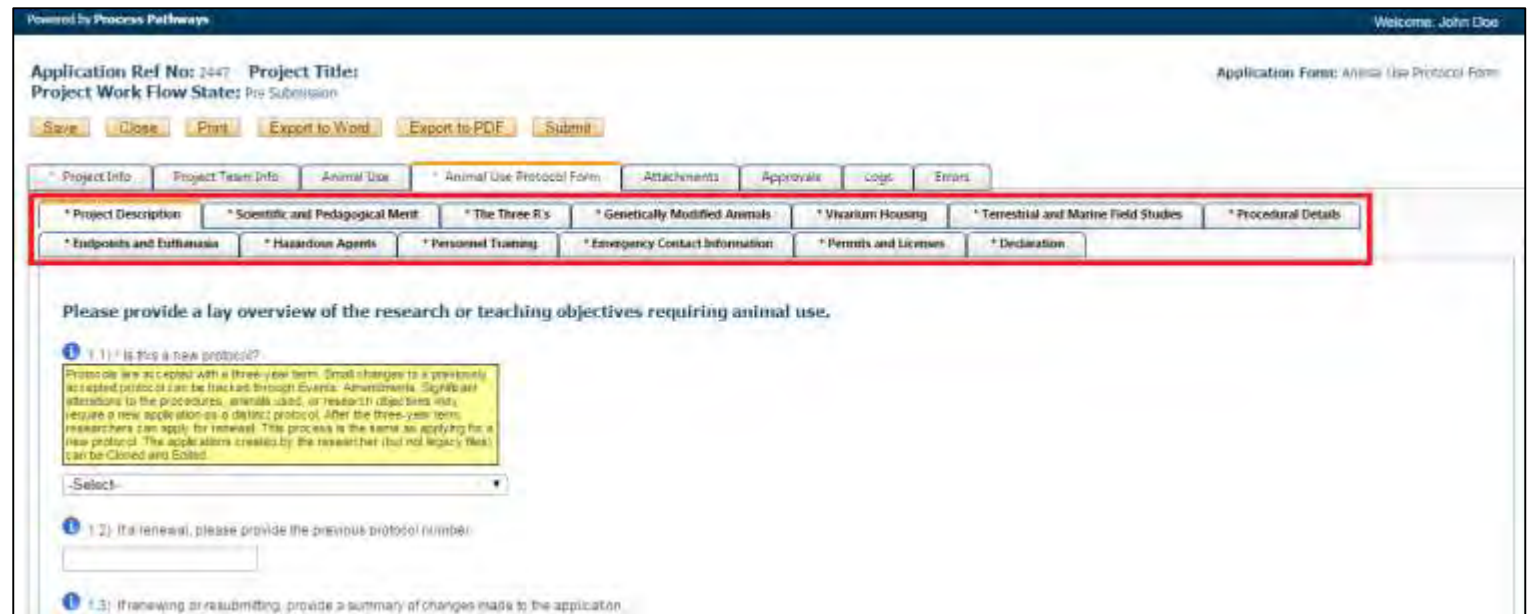
Please reference [Application Custom Question Tab](#) for more information about application sub-tabs.

Application Custom Question Tab

This tab includes all the questions that are directly related to your particular IACC application. There will be a number of sub-tabs that organize the application questions into different areas. If you are unsure how to complete a question, click the blue information button. This button contains additional information or directions about the question.

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

When you select a blue information button a yellow block will drop down providing additional information.

Animal Use Tab

This tab is used to request animals in conjunction with the research 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

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.

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.
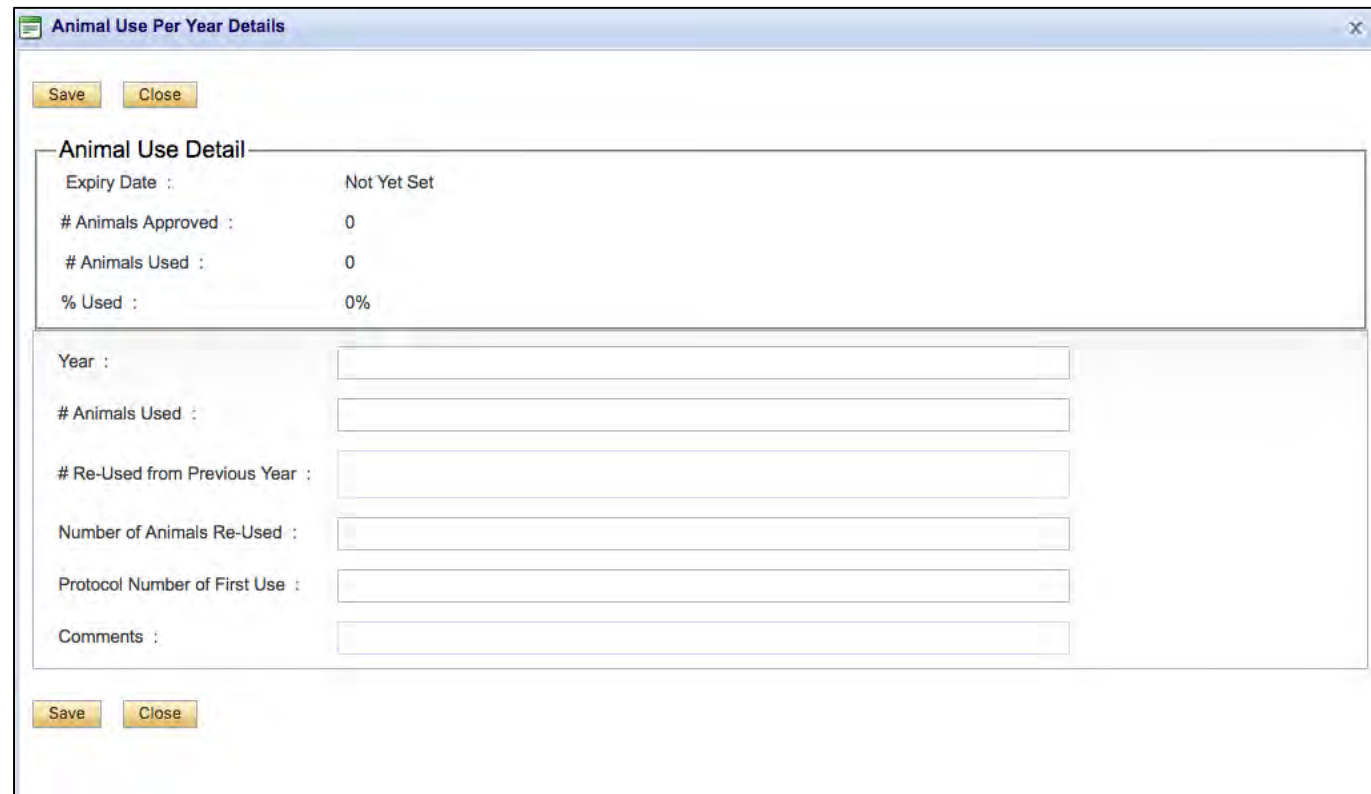

At the bottom of this page is the Animal Use per Year Table. To add new entries to this table select **Add New.** Researchers must request animals used per calendar year (January – December).

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.
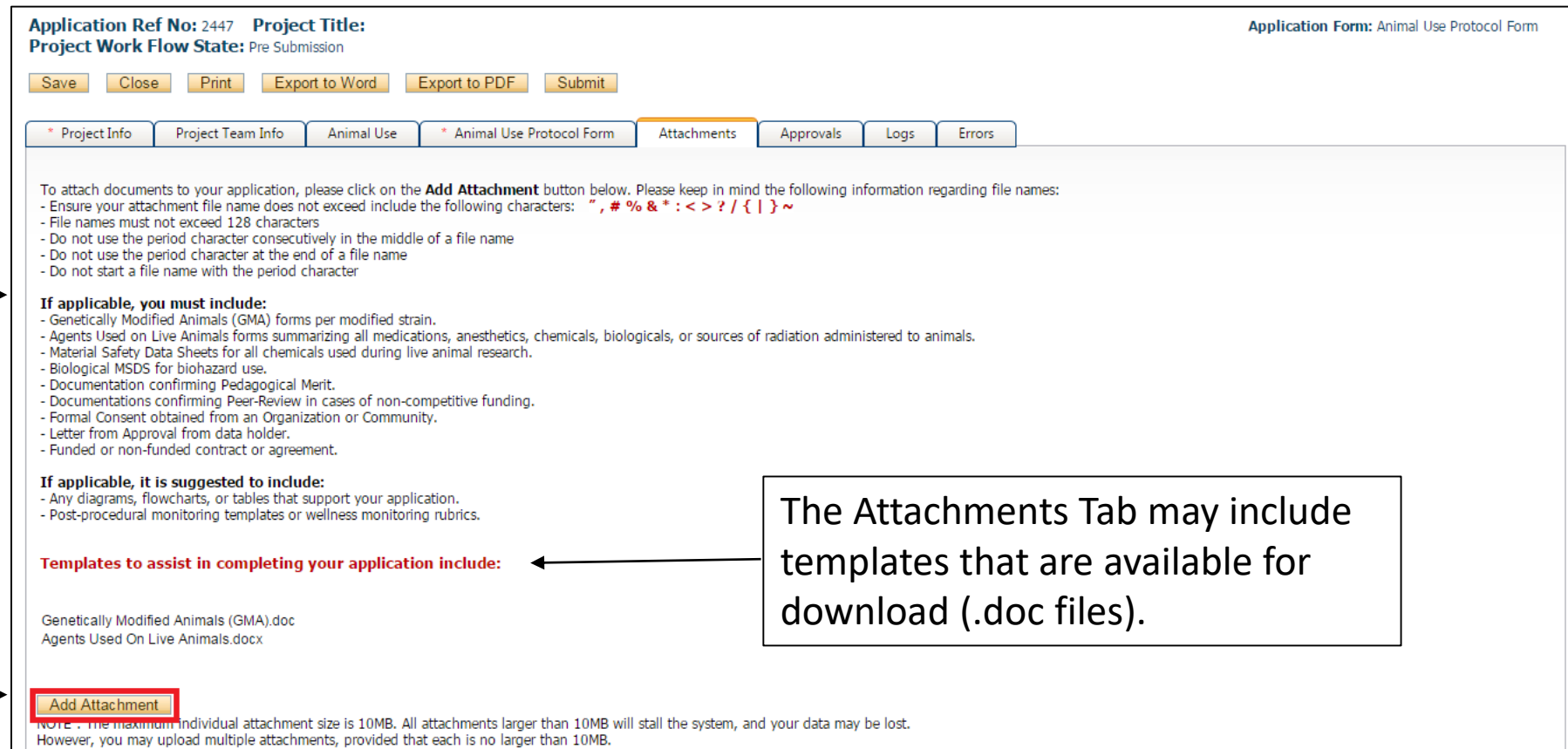
Attachments Tab

The Attachments Tab is where users will upload any additional material that is required for the application.

At the top of the tab, there are application-specific instructions on what should be uploaded or where to find information about necessary documents to attach.

To upload an attachment, click the **Add Attachment** button.

The Attachments Tab may include templates that are available for download (.doc files).

Application Ref No: 2447   **Project Title:**
Project Work Flow State: Pre Submission   **Application Form:** Animal Use Protocol Form

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

* Project Info | Project Team Info | Animal Use | * Animal Use Protocol Form | Attachments | Approvals | 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.
- Documentation confirming Pedagogical Merit.
- Documentations confirming Peer-Review in cases of non-competitive funding.
- Formal Consent obtained from an Organization or Community.
- Letter from Approval from data holder.
- Funded or non-funded contract or agreement.

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
Agents Used On Live Animals.docx

Add Attachment

NOTE : The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 10MB.
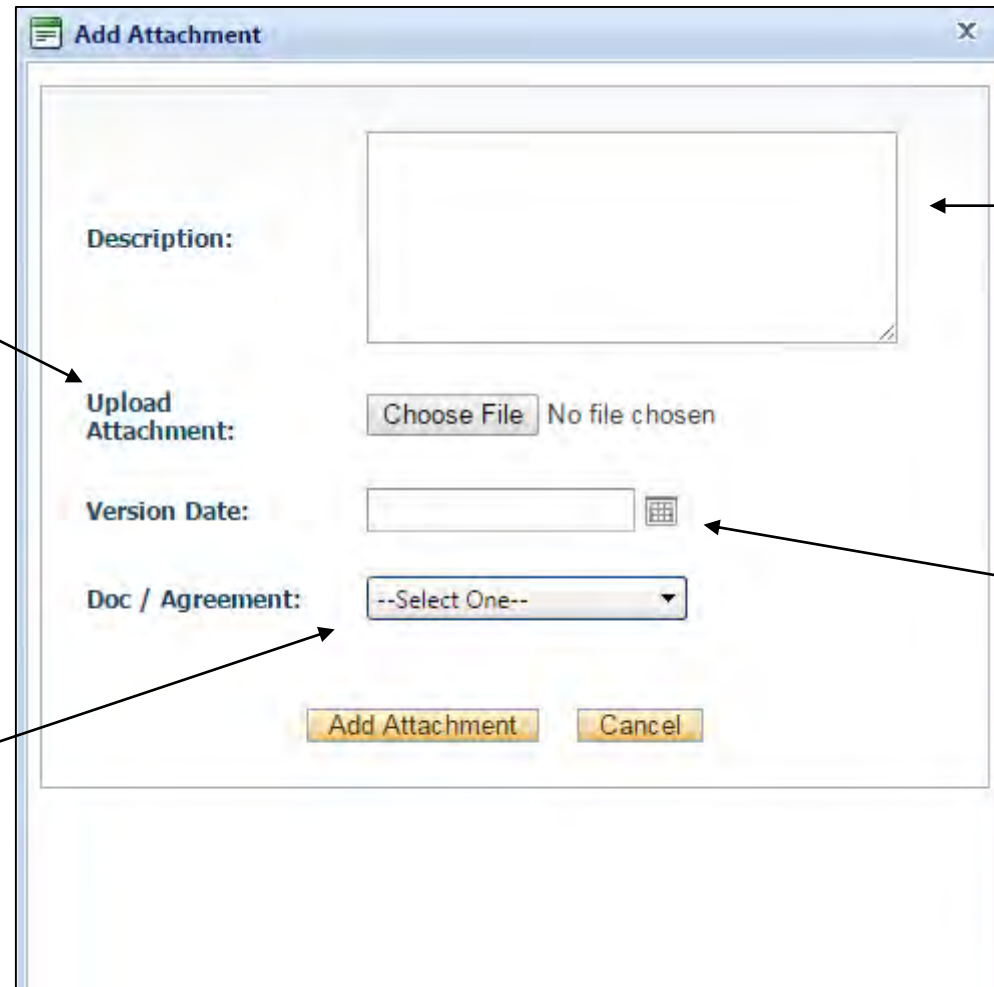
Attachments Tab Cont'd

When you click **Add Attachment,** the Attachment window will appear.

In order to select a file to upload, click **Choose File**. Please reference File Name Guidelines for Attachments for further instructions.

If you wish or have been directed to fill in a description on the attachment, do so here.

Select the type of Doc/Agreement from the provided list. Please use appropriate type indicated by the application.

The date when the document was finalized. If you have multiple versions of the same document prior to submission, it is recommended you delete the outdated attachments.

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 <u>single</u> file can exceed 10 MB.

Please reference the FAQ section on the Memorial Research Tools and Resources Website to find suggestions on how to deal with a file that is bigger than 10 MB.

Approvals Tab

The Approvals Tab demonstrates the path an application will travel once it is submitted (indicated by the checked box next to the particular body). Most certification applications will be directly submitted to the specific certification office and will not require other signatures. For the Animal Use Protocol Form application, "Office of Research Ethics" refers to the IACC and will automatically route to their office.

Logs Tab

The Logs Tab allows the PI and Project Team Members to view all actions on a file. Under the Application 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 Application 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.

Logs Tab Cont'd

Under Shared Communications, ethics offices can share previously sent emails with the Project Team. Emails here may be viewed or printed.

NOTE: Various ethics offices may use this functionality differently. Please contact the particular ethics office if you have questions about how that office uses this functionality.

Errors Tab

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

Editing a Saved Application

Once you have started and saved an application, it will appear in the **Applications: Drafts** under the appropriate role block. When you enter the quick link you will see a page of all applications that are created but not submitted. There are various options to select for an application as shown below.

Application Options

The options for an application include:

Edit: To enter the application with the ability to edit and save content.

View: To view the application without the ability to edit and save content.

Clone: By selecting this button you can clone your application. This will allow you to start a new application with the same information from a previous application. **Please note: the Animal Use Tab and events associated with the application will not be cloned**. This button should not be used when a request for revisions has been made by the IACC. All edits for revisions should be made to the submitted application.

Delete: To delete the application from the Researcher Portal.

Latest Workflow: To open the application directly at the Logs Tab to view the Workflow Log.

Locked File

A file may appear as "locked" if another team member is working on it or if a team member has not closed the file properly after working on it.

If it appears that you have been locked out of a file by a Project Team Member, you should directly contact that team member prior to clicking **Unlock.** *If you unlock the file while a team member is working on it, all changes made by that team member will be deleted.* If the team member is <u>not</u> working in the file, the PI can click **Unlock**. You may also contact the Researcher Portal help desk for assistance.

If <u>you</u> are the researcher who has locked a file, you can unlock it by re-opening the file to edit it and clicking Close to properly close the file. ***It is important to Save and Close a file in the Researcher Portal when you have completed your work to avoid locking other team members out of the file***.

Withdrawing an Application

If the application under Applications: Drafts or Applications: Requiring Attention, you may withdraw the application from consideration.

To withdraw an application:
- Click on the applicable link (Applications: Drafts or Applications: Requiring Attention)
- Edit the specific application
- Click Withdraw

You will need to add a comment in the Work Flow Action window to process the withdrawal request.

Once you withdraw an application, you can locate it under Applications: Withdrawn on the Researcher Portal homepage.

Submitting an Application

When you have completed the application and are prepared to submit it, click **Save** in the Application Action Buttons at the top of the page. Once you have clicked save, click the **Submit** button.

A workflow action block will appear. Here, make any necessary comments to the Animal Care Office about your application. Once you submit the application you will no longer be able to edit the content. Click **Submit**.

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

When an application is under review, it will appear under the role block quick link called "Applications: Under Review". Click on the quick link to view the status of your application. The column, **Status Snapshot** will show the project's status and where the application is in the workflow.
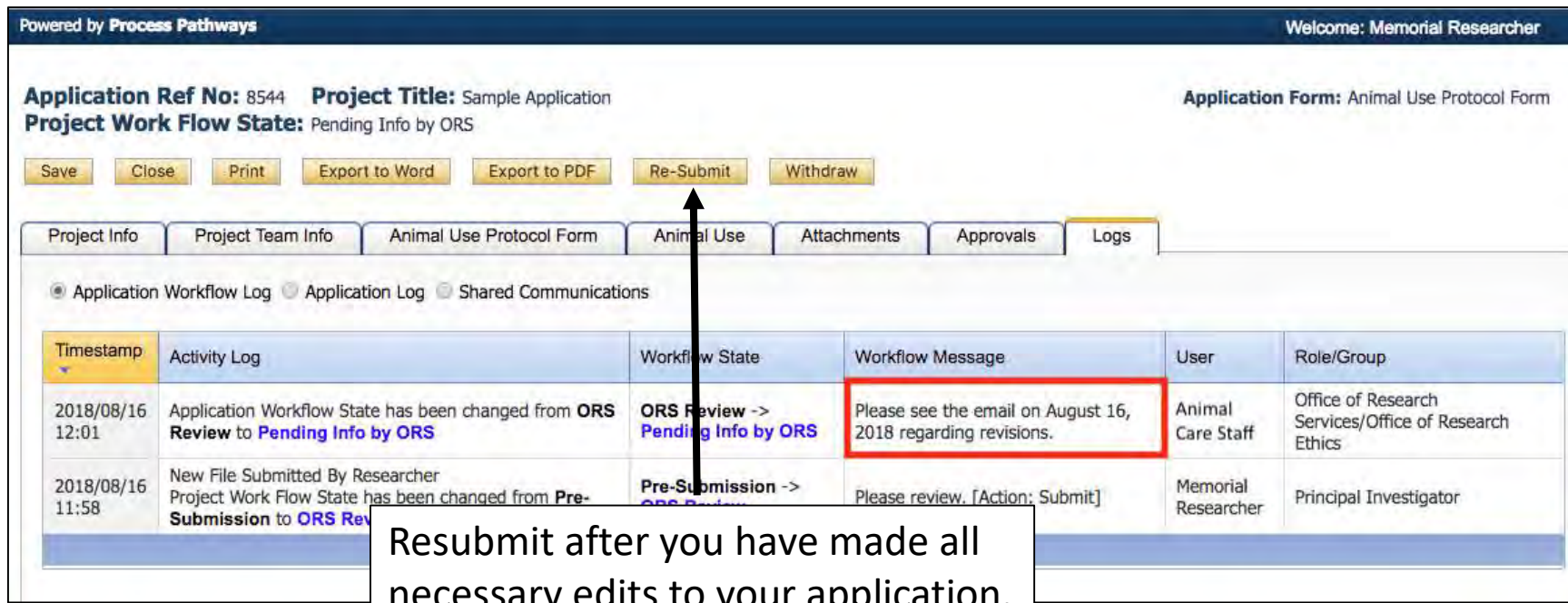
Applications Requiring Revisions

When an application has been returned for revisions, the role block quick link "Applications: Requiring Attention" will be boldfaced and red. Click the quick link and then select **Edit** to enter the application.

To see the workflow message from the Animal Care 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 Application Action Buttons at the top of the application. In the the pop-up Work Flow Action window, enter a comment and click **Submit**.

If you wish to withdraw this application from further consideration, click **Withdraw**. This withdraws the application and moves it to Applications: Withdrawn.

Resubmit after you have made all necessary edits to your application.

Contact Us!

If you have any issues or questions about the Memorial Researcher Portal please submit a Help Desk Ticket at https://rpresources.mun.ca/help-2/help/

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