



Researcher User Manual

Creating a New Application

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>

Table of Contents

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

1. [Avoiding Data Loss](#)
2. [PI or Project Team Role Block](#)
3. [How to Start a New Application](#)
4. [New Application Forms](#)
5. [Application Action Button](#)
6. [Application Tabs](#)
7. [Project Info Tab](#)
8. [Project Team Info Tab](#)
9. [Changing the PI of an Application](#)
10. [Adding a Project Team Member](#)
11. [Application Custom Question Tab](#)
12. [Attachments Tab](#)
13. [Approvals Tab](#)
14. [Logs Tab](#)
15. [Errors Tab](#)
16. [Editing a Saved Application](#)
17. [Application Options](#)
18. [Locked File](#)
19. [Submitting an Application](#)
20. [Reviewing a Submitted Application](#)
21. [Applications Requiring Revisions](#)
22. [Contact Us!](#)

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



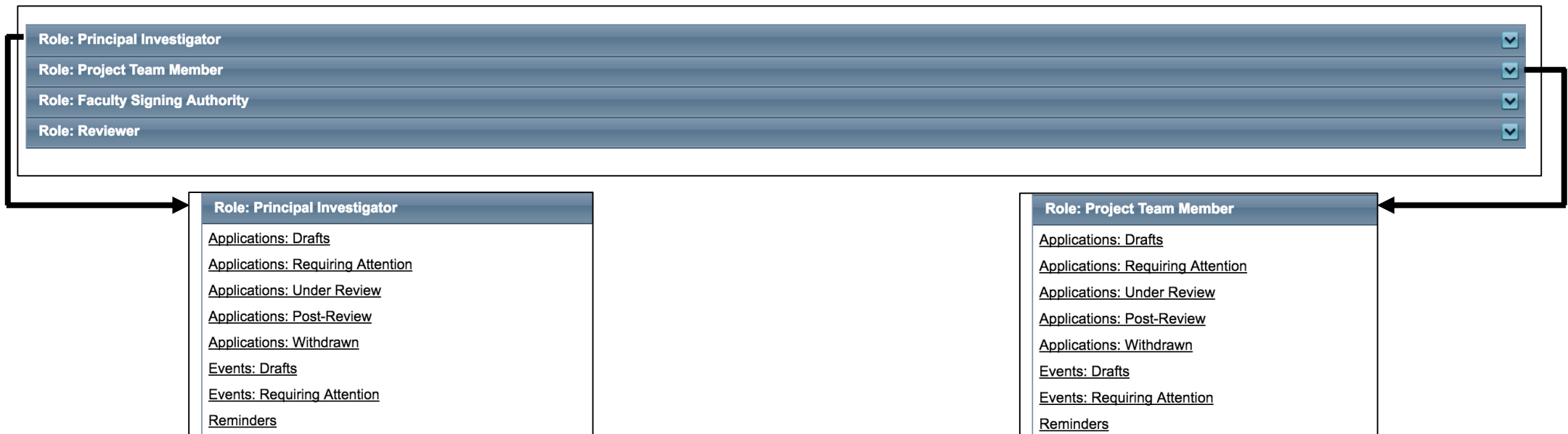
Using these symbols can cause issues such as loss of work and/or error messages.

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

PI or Project Team Role Blocks

When you login to the Memorial Researcher Portal you will see the Home Page. The ***Principal Investigator (PI) and Project Team Member Role Blocks*** provide 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.



PI or Project Team Role Blocks Cont'd

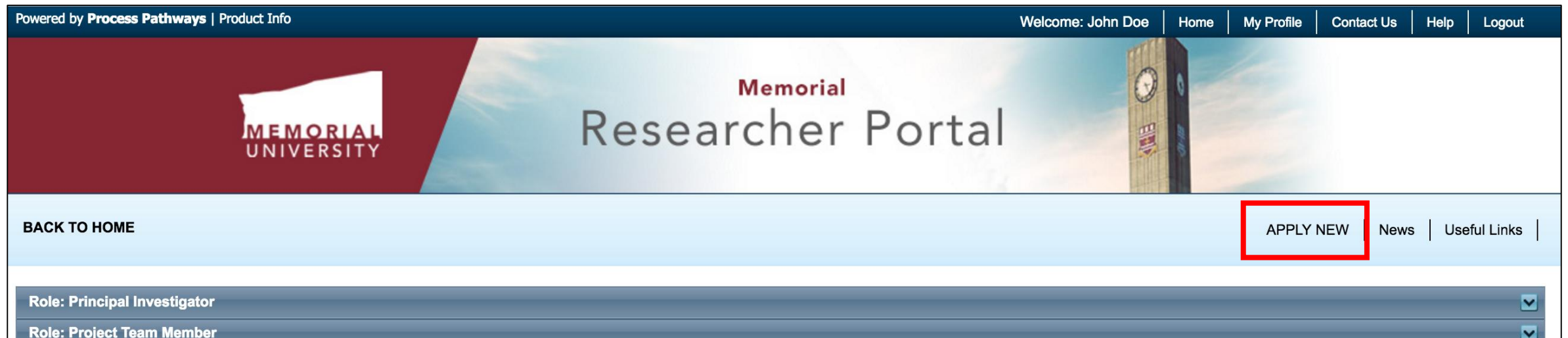
- **Applications: Drafts:** This link contains ethics and funding applications in-progress that are saved but not yet submitted for review. Applications here can still be edited by the Principal Investigator or Project Team members.
- **Applications: Requiring Attention:** This link contains ethics and 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 Grant and Contract Services 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 Blocks 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 Grant and Contract Services 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 can 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 choose. A new application will be launched. **Please ensure you are filling out the proper form by consulting the “Ethics Application Screening Tool” located on <https://rpresources.mun.ca/triage/>**

Powered by Process Pathways

Welcome: John Doe | Home | My Profile | Contact Us | Help | Logout

 Memorial
Researcher Portal

APPLY NEW | News | Useful Links | Settings

New Application Forms

Interdisciplinary Committee on Ethics in Human Research (ICEHR)

Application Name	Description	Status
ICEHR - Application for Ethics Review	Application for ethics review for research in the social sciences and humanities for MUN faculty, staff, and student research on St. John's campus.	Open
ICEHR - Application for Secondary Review	Application for ethics review for secondary research in the social sciences and humanities by MUN faculty, staff, and student research on St. John's campus.	Open
ICEHR - Application for Ethics Review (Sub-Project)	Application for ethics review for research in the social sciences and humanities by students working on a sub-portion of a faculty member's already approved project as part of their dissertation, thesis, or other degree requirements. Researchers are required to consult with ICEHR prior to completing this application form to determine eligibility. For MUN faculty, staff, and student research on St. John's campus ONLY.	Open


Grenfell Campus Research Ethics Board (GC-REB)

Application Name	Description	Status
GC-REB - Application for Ethics Review Form	Application for ethics review for research in the social sciences and humanities for MUN faculty, staff, and student research on Grenfell	Open

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.



The screenshot displays the Memorial Researcher Portal interface. At the top, a dark blue header bar contains the text "Powered by Process Pathways" on the left and "Welcome: John Doe" on the right. Below the header, the main content area has a light blue background. On the left, it says "Application Ref No: 2073". On the right, it says "Application Form: HREB Application for Ethics Review of a Clinical Trial (Part A)". A red rectangular box highlights a row of six buttons: "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit". Below this row is a horizontal tab bar with seven tabs: "* Project Info", "Project Team Info", "* HREB Application for Ethics Review of a Clinical Trial (Part A)", "Attachments", "Approvals", "Logs", and "Errors". The first tab, "* Project Info", is selected and highlighted in orange. Below the tabs, there is a form field labeled "Title *:" with an empty text input box.

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!

Powered by **Process Pathways**

Application Ref No: 2073 **Project Title:**
Project Work Flow State: Pre Submission

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

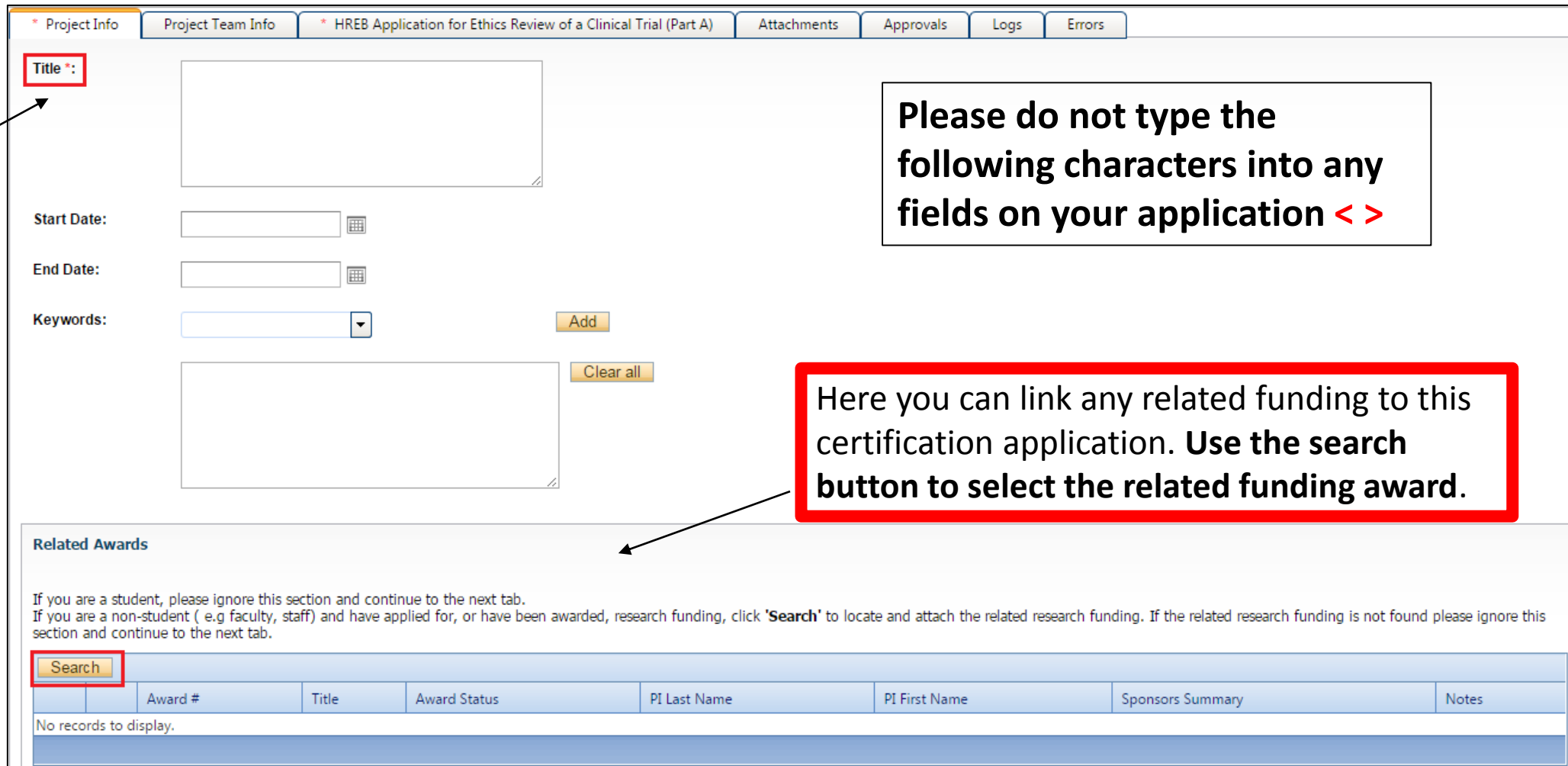
*** Project Info** | Project Team Info | *** HREB Application for Ethics Review of a Clinical Trial (Part A)** | Attachments | Approvals | Logs | Errors

Title *:

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.



Title *

Start Date:

End Date:

Keywords:

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.

Award #	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes
No records to display.						

Please do not type the following characters into any fields on your application **< >**

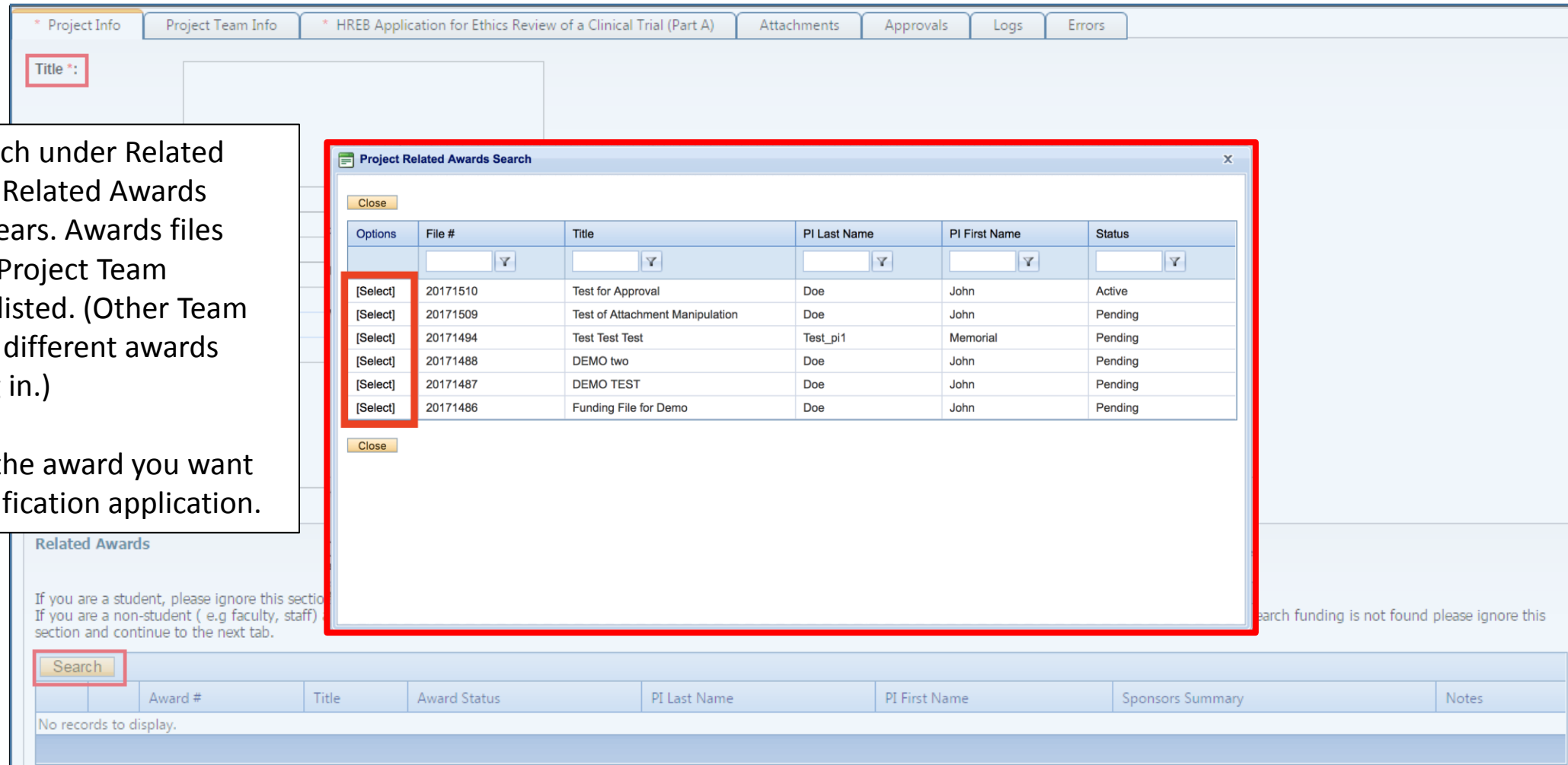
Here you can link any related funding to this certification application. **Use the search button to select the related funding award.**

Project Info Tab Cont'd

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.



The screenshot shows the 'Project Info' tab selected in a navigation bar. Below the navigation bar, there is a 'Title *:' label and a text input field. A 'Project Related Awards Search' window is open, displaying a table of awards. The table has columns for 'Options', 'File #', 'Title', 'PI Last Name', 'PI First Name', and 'Status'. The 'Options' column contains '[Select]' for each row. The 'File #' column contains values like 20171510, 20171509, 20171494, 20171488, 20171487, and 20171486. The 'Title' column contains values like 'Test for Approval', 'Test of Attachment Manipulation', 'Test Test Test', 'DEMO two', 'DEMO TEST', and 'Funding File for Demo'. The 'PI Last Name' column contains 'Doe' or 'Test_pi1'. The 'PI First Name' column contains 'John' or 'Memorial'. The 'Status' column contains 'Active' or 'Pending'. A 'Close' button is visible at the top left of the window. Below the window, there is a 'Related Awards' section with a 'Search' button and a table with columns for 'Award #', 'Title', 'Award Status', 'PI Last Name', 'PI First Name', 'Sponsors Summary', and 'Notes'. The table currently shows 'No records to display.'

Options	File #	Title	PI Last Name	PI First Name	Status
[Select]	20171510	Test for Approval	Doe	John	Active
[Select]	20171509	Test of Attachment Manipulation	Doe	John	Pending
[Select]	20171494	Test Test Test	Test_pi1	Memorial	Pending
[Select]	20171488	DEMO two	Doe	John	Pending
[Select]	20171487	DEMO TEST	Doe	John	Pending
[Select]	20171486	Funding File for Demo	Doe	John	Pending

Award #	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes
No records to display.						

search funding is not found please ignore this

Project Info Tab Cont'd

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	<div><div>SSHRC</div><div><div>Program:</div><div>Research</div></div><div><div>Type:</div><div>Grant</div></div><div><div>Requested:</div><div>CAD 0.00</div></div><div><div>Awarded:</div><div>CAD 0.00</div></div></div> <div>PROJECT TOTALS:</div>	

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 all 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: 2073 Project Title: Test Project
Project Work Flow State: Pre Submission

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info * HREB Application for Ethics Review of a Clinical Trial (Part A)

Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your data.

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. The affiliation listed on this page applies only to this project. For example, some researchers hold multiple affiliations such as an external physician 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.

Application Ref No: 2149 Application Form: ICEHR - Application for Ethics Review

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

[* Project Info](#) [Project Team Info](#) [* ICEHR - Application for Ethics Review](#) [Attachments](#) [Approvals](#) [Logs](#) [Errors](#)

Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

[Change PI](#) [Refresh](#)

Prefix: Last Name*: First Name*:

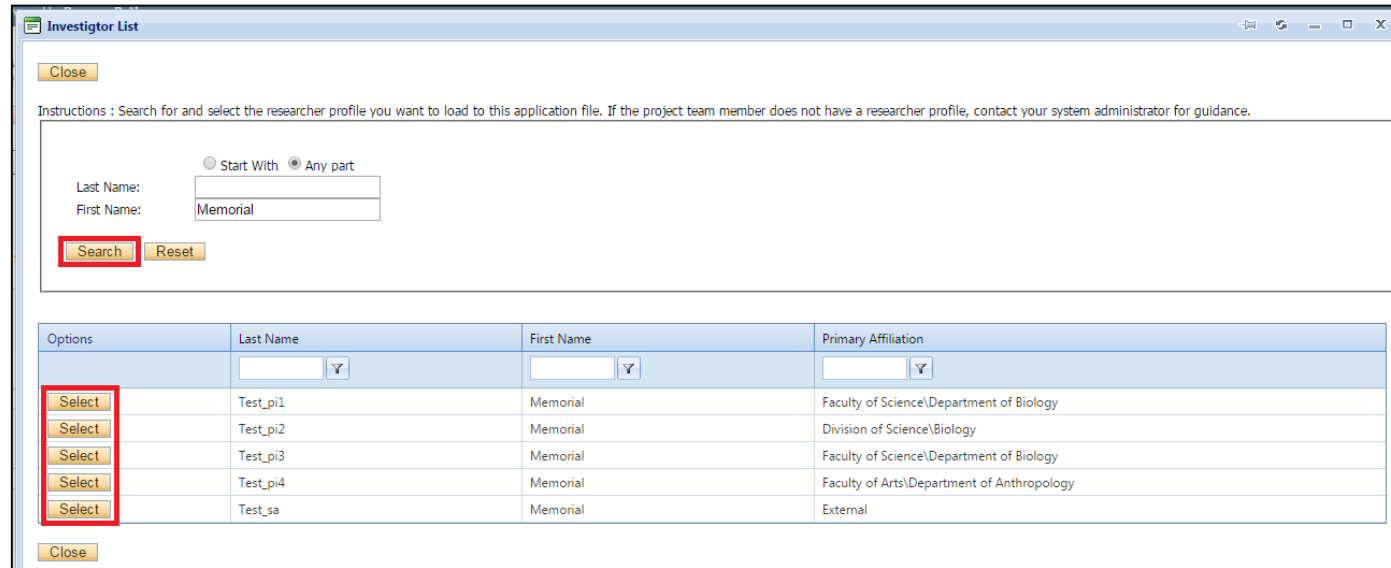
Affiliation*:

Rank*: **Institution***:

Gender:

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.



The window titled "Investigator List" contains a "Close" button at the top left. Below it is an instruction: "Instructions : Search for and select the researcher profile you want to load to this application file. If the project team member does not have a researcher profile, contact your system administrator for guidance." The search section includes radio buttons for "Start With" and "Any part", with "Any part" selected. Below these are input fields for "Last Name:" and "First Name:" (containing "Memorial"). "Search" and "Reset" buttons are below the input fields. A table with four columns (Options, Last Name, First Name, Primary Affiliation) lists five test profiles. Each row has a "Select" button in the "Options" column, which is highlighted with a red box. A "Close" button is at the bottom left.

Options	Last Name	First Name	Primary Affiliation
Select	Test_pi1	Memorial	Faculty of Science\Department of Biology
Select	Test_pi2	Memorial	Division of Science\Biology
Select	Test_pi3	Memorial	Faculty of Science\Department of Biology
Select	Test_pi4	Memorial	Faculty of Arts\Department of Anthropology
Select	Test_sa	Memorial	External

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

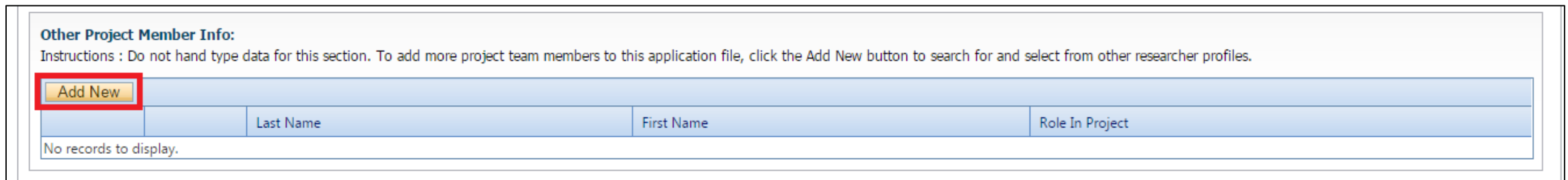
You are required to list all project team members in the Project Team Info tab. You may add two types of project team members to your project:

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

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.

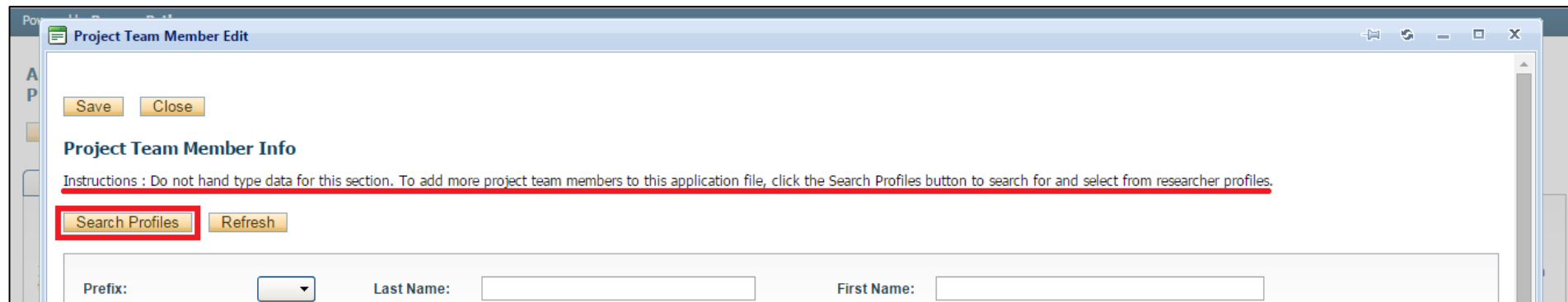


Other Project Member Info:
Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Add New button to search for and select from other researcher profiles.

Add New

Last Name	First Name	Role In Project
No records to display.		

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!**



Project Team Member Edit

Save Close

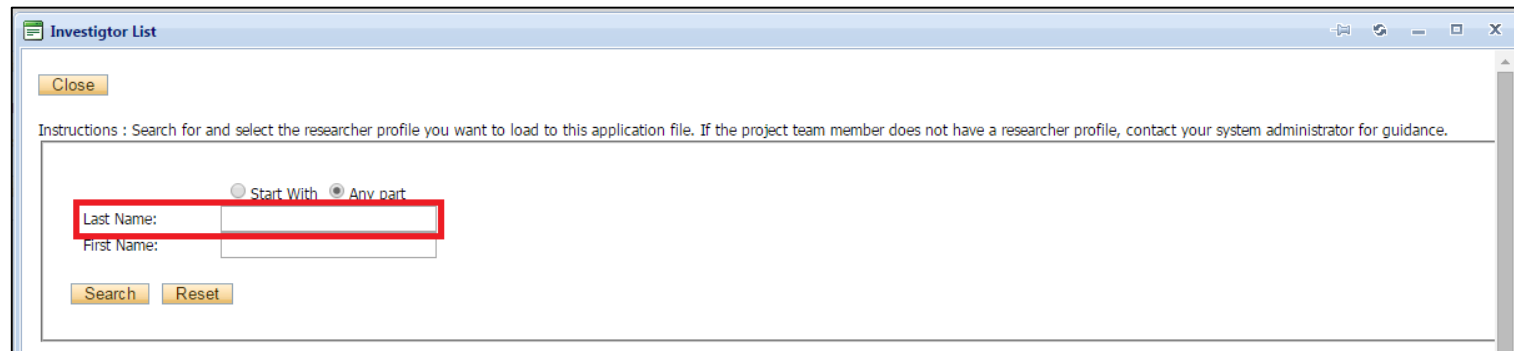
Project Team Member Info
Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Search Profiles button to search for and select from researcher profiles.

Search Profiles Refresh

Prefix: Last Name: First Name:

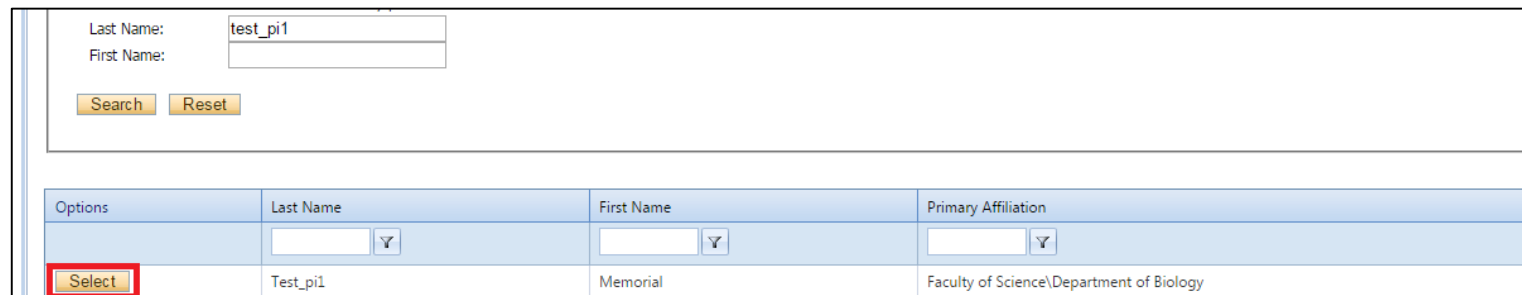
Adding a Project Team Member Cont'd

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



The Investigator List window is shown. It has a title bar with the text "Investigator List". Below the title bar is a "Close" button. Below that is a line of instructions: "Instructions : Search for and select the researcher profile you want to load to this application file. If the project team member does not have a researcher profile, contact your system administrator for guidance." Below the instructions are two radio buttons: "Start With" and "Any part", with "Any part" selected. Below the radio buttons are two text boxes: "Last Name:" and "First Name:". The "Last Name:" text box is highlighted with a red rectangle. Below the text boxes are two buttons: "Search" and "Reset".

When you find the Team Member, click the **Select** button next to their name.

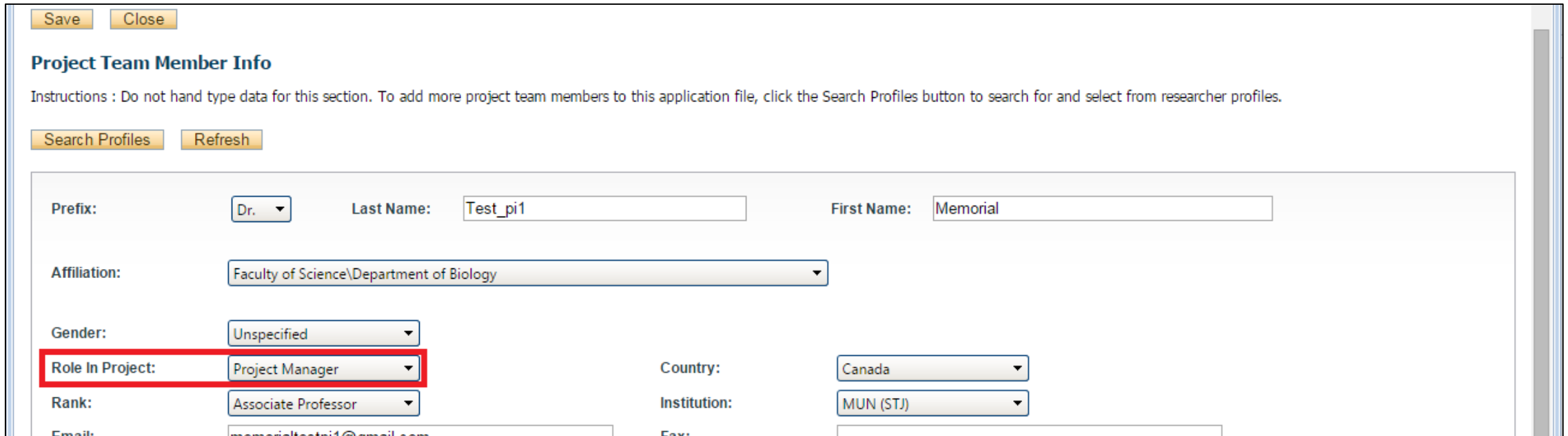


The Investigator List window is shown with the search results. The "Last Name:" text box contains the text "test_pi1". Below the text boxes are two buttons: "Search" and "Reset". Below the buttons is a table with the following columns: "Options", "Last Name", "First Name", and "Primary Affiliation". The table has one row of data. The "Options" column has a "Select" button highlighted with a red rectangle. The "Last Name" column contains the text "Test_pi1". The "First Name" column contains the text "Memorial". The "Primary Affiliation" column contains the text "Faculty of Science\Department of Biology".

Options	Last Name	First Name	Primary Affiliation
Select	Test_pi1	Memorial	Faculty of Science\Department of Biology

Adding a Project Team Member Cont'd

Once you select the Team Member, their information will appear. Select the Team Members **Role in Project**, then click **Save**.



The screenshot shows a web form titled "Project Team Member Info". At the top left are "Save" and "Close" buttons. Below the title is an instruction: "Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Search Profiles button to search for and select from researcher profiles." Below this are "Search Profiles" and "Refresh" buttons. The form fields are arranged in two columns. The left column includes: "Prefix:" with a dropdown set to "Dr.", "Last Name:" with a text box containing "Test_pi1", "First Name:" with a text box containing "Memorial", "Affiliation:" with a dropdown set to "Faculty of Science\Department of Biology", "Gender:" with a dropdown set to "Unspecified", "Role In Project:" with a dropdown set to "Project Manager" (this field is highlighted with a red rectangle), "Rank:" with a dropdown set to "Associate Professor", and "Email:" with a text box containing "memorialtestpi1@gmail.com". The right column includes: "Country:" with a dropdown set to "Canada", "Institution:" with a dropdown set to "MUN (STJ)", and "Fax:" with an empty text box.

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

Adding a Project Team Member Cont'd

If you are adding a project team 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.



Primary Address:

Alternate Address:

Preferred Address: ☒ Primary Address ☐ Alternate Address

Country:

Comments:

Other Project Member Info:
Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Add New button to search for and select from other researcher profiles.

Last Name	First Name	Role In Project
-----------	------------	-----------------

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.

Adding a Project Team Member Cont'd

- If one of your team members who will require access to your application does not have a Memorial Researcher Portal account, direct the 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 team members has a Memorial Researcher Portal account but does not appear in the database using the search button, **DO NOT manually add the team member**. Please submit a help desk ticket at <https://rpresources.mun.ca/help-2/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.**

Application Custom Question Tab

This tab includes all the questions that are directly related to your particular ethics application. There will often 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 may contain 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.

Powered by Process Pathways Welcome: John Doe

Application Ref No: 2089 Application Form: ICEHR - Application for Ethics Review

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

[* Project Info](#) [Project Team Info](#) [* ICEHR - Application for Ethics Review](#) [Attachments](#) [Approvals](#) [Logs](#) [Errors](#)

* Degree Program	* Previous or Other Research Ethics Board Approval(s)	Organizational or Community Consent	* Start/End Dates	* Secondary Use of Data	* Project Funding
* Contracts and/or Research Partnership Agreements	* Conflict of Interest	* Scholarly Review	* Purpose of Study and Research Questions	* Study Design / Method	* Participants
* Recruitment Process and Study Location	* Experience	* Incentives / Compensation	* Sharing of Research Results with Participants	* Benefits	* Harms
* Privacy and Anonymity	* Confidentiality	* Use, Access, Ownership and Storage of Data	* Participant Withdrawal	* Deception	* Pre-Submission Checklist
					* Declaration

If this research project has been approved by another Canadian REB, your proposal may be eligible for secondary review by ICEHR. If so, you will only need to complete the "ICEHR Application for Secondary Review" form instead of this new Application for Ethics Review. Contact icehr@mun.ca to discuss whether or not your project is eligible for secondary review.

2.1) * Have you applied for clearance from another board/committee at Memorial such as Animal Care or BioSafety? If 'Yes', include a copy of any approval letter(s) granted in the Attachments tab.

Please upload the approval letter to the Attachments tab and select the Doc/Agreement as "Other MUN Certification Approval." Please indicate in the Description that this is an Animal Care or BioSafety approval.

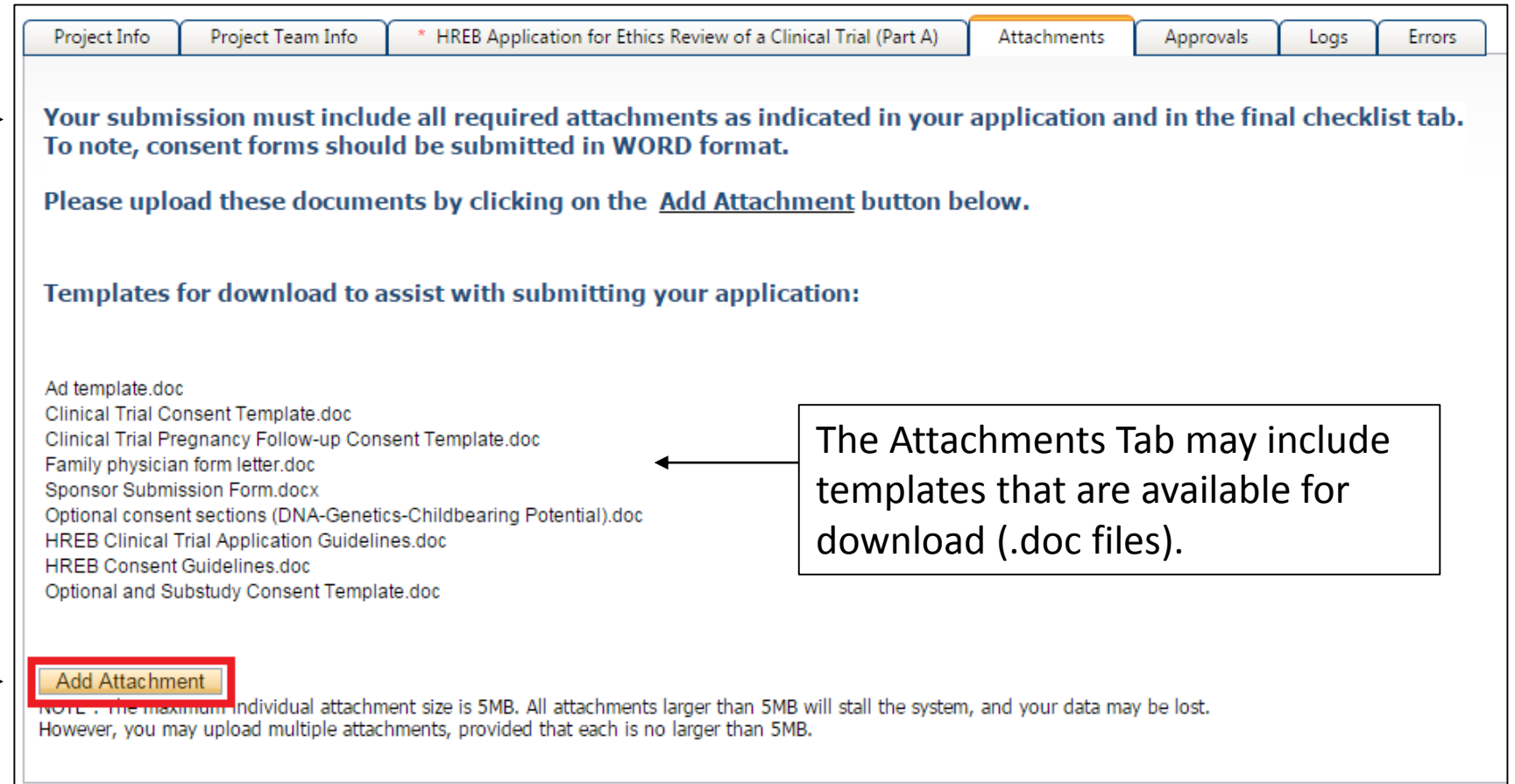
☐ Yes
☐ No

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 screenshot shows a web interface with a top navigation bar containing tabs: Project Info, Project Team Info, * HREB Application for Ethics Review of a Clinical Trial (Part A), Attachments (highlighted), Approvals, Logs, and Errors. The main content area under the Attachments tab contains the following text:

Your submission must include all required attachments as indicated in your application and in the final checklist tab. To note, consent forms should be submitted in WORD format.

Please upload these documents by clicking on the [Add Attachment](#) button below.

Templates for download to assist with submitting your application:

- Ad template.doc
- Clinical Trial Consent Template.doc
- Clinical Trial Pregnancy Follow-up Consent Template.doc
- Family physician form letter.doc
- Sponsor Submission Form.docx
- Optional consent sections (DNA-Genetics-Childbearing Potential).doc
- HREB Clinical Trial Application Guidelines.doc
- HREB Consent Guidelines.doc
- Optional and Substudy Consent Template.doc

At the bottom of the list is a button labeled **Add Attachment**, which is highlighted with a red rectangle. Below the button, a note states: "NOTE : The maximum individual attachment size is 5MB. All attachments larger than 5MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 5MB."

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

File Name Guidelines for Attachments

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

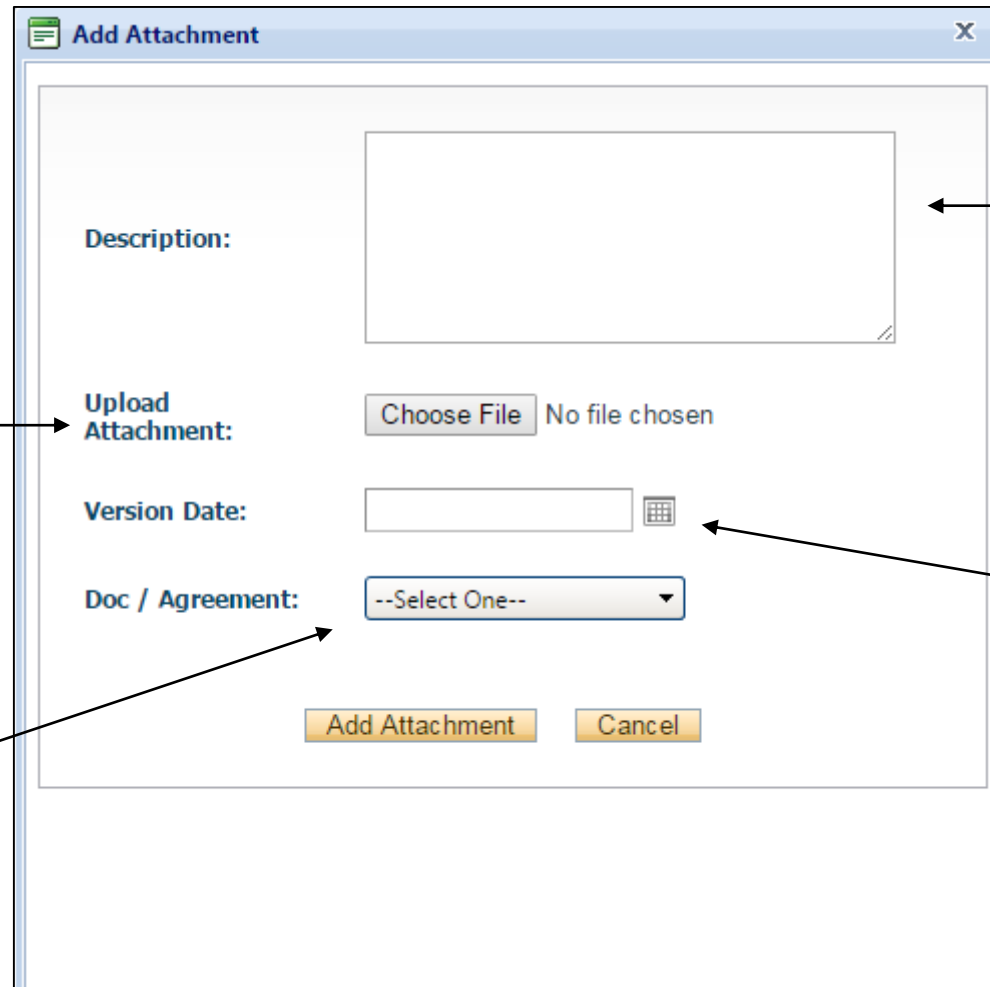
- Ensure your attachment filename does not include these characters: " # % & * : < > ? / { | } ~ []
- Filenames must not exceed 128 characters.
- Do not use the period character consecutively in the middle of a file name.
- Do not use the period character at the end of a file name.
- Do not start a file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

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.

Attachments Tab Cont'd

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



The screenshot shows a window titled "Add Attachment" with a close button (X) in the top right corner. Inside the window, there are four labeled sections: "Description:" with a large text area; "Upload Attachment:" with a "Choose File" button and the text "No file chosen"; "Version Date:" with a text input field and a calendar icon; and "Doc / Agreement:" with a dropdown menu showing "--Select One--". At the bottom of the window are two buttons: "Add Attachment" and "Cancel".

In order to select a file to upload, click **Choose File**.

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

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

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.

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 ethics office and will not require other signatures. Depending on the application, “Office of Research Ethics” could refer to the ICEHR, Grenfell Ethics, HREB, Animal Care or BioSafety Office. The application will automatically route to the appropriate office.

Powered by Process Pathways Welcome: John Doe

Application Ref No: 2073 **Project Title:** Test Project
Project Work Flow State: Pre Submission **Application Form:** HREB Application for Ethics Review of a Clinical Trial (Part A)

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

[Project Info](#) [Project Team Info](#) [* HREB Application for Ethics Review of a Clinical Trial \(Part A\)](#) [Attachments](#) [Approvals](#) [Logs](#) [Errors](#)

Approvals
This application is pre-programmed to route to the following signing authority levels

Role	Active	Exceptions
Division Signing Authority	<input type="checkbox"/>	
Department Signing Authority	<input type="checkbox"/>	
Faculty Signing Authority	<input type="checkbox"/>	
Office of Research Services/Office of Research Ethics	<input checked="" type="checkbox"/>	

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

Powered by **Process Pathways** Welcome: John Doe

Application Ref No: 2089 **Project Title:**
Project Work Flow State: Pre Submission **Application Form:** ICEHR - Application for Ethics Review

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

[* Project Info](#) [Project Team Info](#) [* ICEHR - Application for Ethics Review](#) [Attachments](#) [Approvals](#) [Logs](#) [Errors](#)

☒ Workflow Log ☐ Project Log

Timestamp ▼	Activity Log	Workflow State	Workflow Message	User	Role/Group
No records to display.					

Logs Tab Cont'd

Under the Project 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.

Powered by **Process Pathways** Welcome: John Doe

Application Ref No: 2089 **Project Title:**
Project Work Flow State: Pre Submission **Application Form:** ICEHR - Application for Ethics Review

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

[* Project Info](#) [Project Team Info](#) [* ICEHR - Application for Ethics Review](#) [Attachments](#) [Approvals](#) [Logs](#) [Errors](#)

☐ Workflow Log ☒ **Project Log**

Timestamp ▾	Log Activity	User
2015/11/13 15:41	New File Created	John Doe

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.

Powered by **Process Pathways** Welcome: John Doe

Application Ref No: 2089 **Application Form:** ICEHR - Application for Ethics Review

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

[* Project Info](#) [Project Team Info](#) [* ICEHR - Application for Ethics Review](#) [Attachments](#) [Approvals](#) [Logs](#) [Errors](#)

Project Info -> Project Title is required.

ICEHR - Application for Ethics Review -> Degree Program :1.1 Please indicate the project program related to the application. is required.

ICEHR - Application for Ethics Review -> Previous or Other Research Ethics Board Approval(s):2.1 Have you applied for clearance from another board/committee at Memorial such as Animal Care or BioSafety? If 'Yes', include a copy of any approval letter(s) granted in the Attachments tab. is required.

ICEHR - Application for Ethics Review -> Start/End Dates:4.1 Estimated START date for recruitment: is required.

ICEHR - Application for Ethics Review -> Start/End Dates:4.2 Estimated END date for data collection: is required.

ICEHR - Application for Ethics Review -> Secondary Use of Data:5.1 Does your project involve the secondary use of data? is required.

ICEHR - Application for Ethics Review -> Project Funding:6.1 Please select the appropriate funding status for this project: is required.

ICEHR - Application for Ethics Review -> Contracts and/or Research Partnership Agreements:7.1 Is there a funded or non-funded contract or research / partnership agreement associated with this research? is required.

ICEHR - Application for Ethics Review -> Conflict of Interest:8.1 Is there any aspect of a contract/agreement that could put any member of the research team in a potential conflict of interest? is required.

ICEHR - Application for Ethics Review -> Scholarly Review:9.1 Please choose all that apply. is required.

ICEHR - Application for Ethics Review -> Purpose of Study and Research Questions:10.1 Explain the purpose, objectives, and hypotheses of the project in non-technical, plain language. (Maximum 500 words) is required.

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.

Powered by **Process Pathways**

Welcome: John Doe | Home | My Profile | Contact Us | Help | Logout

Memorial
Researcher Portal

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"/>	
<div><div>View</div><div>Edit</div><div>Clone</div><div>Delete</div></div>	Ref No : 2075	Project Test 123	Dr. John Doe (Research Units)	ICEHR - Application for Ethics Review (Certification\Human Ethics)	Project Status: Pending Workflow Status: Pre Submission Last Saved: 2015/11/27	

Application Options

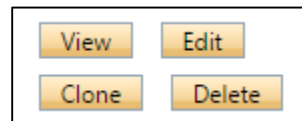
The options for an application include:

Edit: To enter the application with the ability to edit the 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. This button should not be used when a request for revisions has been made by an Ethics board. All edits for revisions should be made to the submitted application.

Delete: To delete the application from the Researcher Portal.



Locked File

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.* Closing a file without logging out will also lock the file. If the team member is not working in the file you can click **Unlock**.

Powered by Process Pathways

Welcome: John Doe | Home | My Profile | Contact Us | Help | Logout

 Memorial
Researcher Portal

APPLY NEW | News | Useful Links | Settings

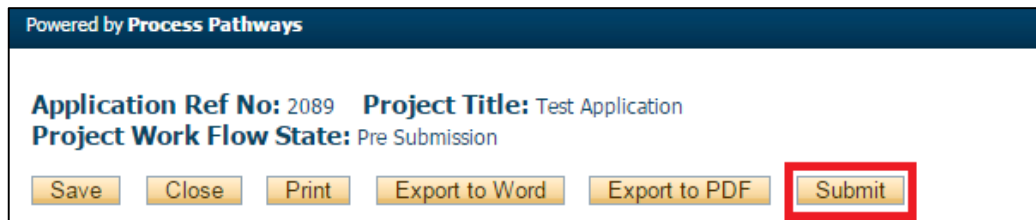
Reset Filters | Export To Excel

	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"/>	
<input type="button" value="View"/> <input type="button" value="Unlock"/>	Ref No : 2073	Test Project	Dr. John Doe (Research Units)	HREB Application for Ethics Review of a Clinical Trial (Part A) (Certification\Human Ethics)	Project Status: Pending Workflow Status: Pre Submission Last Saved: 2015/11/20	

Locked By Test_pi1

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.

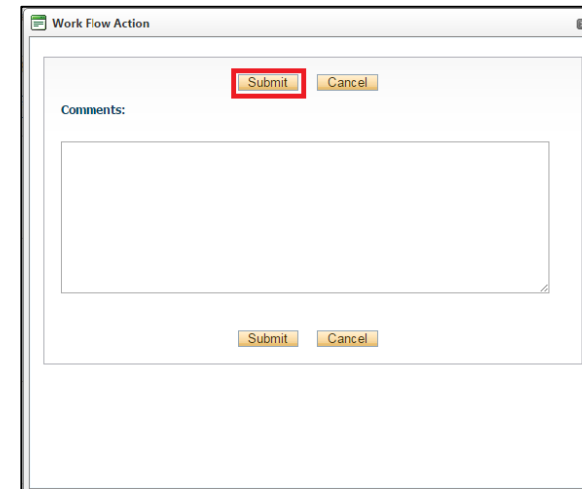


Powered by Process Pathways

Application Ref No: 2089 Project Title: Test Application
Project Work Flow State: Pre Submission

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

A workflow action block will appear. Here, you may make any necessary comments to the Ethics Office about your application. Click **Submit**.



Work Flow Action

Submit Cancel

Comments:

Submit Cancel

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

Reviewing a Submitted Application

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 your project status and where your application is in the workflow.

Powered by **Process Pathways**

Welcome: John Doe | Home | My Profile | Contact Us | Help | Logout

 **Memorial**
Researcher Portal

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"/> Y	<input type="text"/> Y	<input type="text"/> Y	All ▼	<input type="text"/> Y	
View Clone	20161621	Project Test 123	Dr. John Doe (Research Units)	ICEHR - Application for Ethics Review (Certification\Human Ethics)	Project Status: Pending Workflow Status: ORS Review	123 [Action: Submit]

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.



Applications 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 Application Action Buttons at the top of the application. In the the pop-up Work Flow Action window, enter a comment and click **Submit**.

Powered by Process Pathways Welcome: John Doe

Application Ref No: 2089 **Project Title:** Test Application **Application Form:** ICEHR - Application for Ethics Review

Project Work Flow State: Pending Info by ORS

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

[Project Info](#) [Project Team Info](#) [ICEHR - Application for Ethics Review](#) [Attachments](#) [Approvals](#) [Logs](#)

☒ Workflow Log ☐ Project Log

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
18/11/2015 09:56	Project Work Flow State has been changed from ORS Review to Pending Info by ORS	ORS Review -> Pending Info by ORS	An email has been sent to you regarding revisions for your application. Please revise your application and resubmit.	Jane Smith	Office of Research Services/Office of Research Ethics
18/11/2015 09:39	New File Submitted By Researcher Project Work Flow State has been changed from Pre Submission to ORS Review	Pre Submission -> ORS Review	Please review the following application for ethics approval. [Action: Submit]	John Doe	Principal Investigator

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.