



Memorial Research Tools & Resources



Researcher User Manual

Post-Review Application Management

Cloning Applications, Creating and Managing Events

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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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 ethics 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
Applications: Drafts
Applications: Requiring Attention
Applications: Under Review
Applications: Post-Review
Applications: Withdrawn
Events: Drafts
Events: Requiring Attention
Reminders

Role: Project Team Member
Applications: Drafts
Applications: Requiring Attention
Applications: Under Review
Applications: Post-Review
Applications: Withdrawn
Events: Drafts
Events: Requiring Attention
Reminders

Viewing an Application Post-Review

Three actions can be performed on an application

	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	
<div style="border: 2px solid red; padding: 2px;">View Clone Events</div>	20161446	Test Application	Dr. John Doe (Research Units)	ICEHR - Application for Ethics Review (Certification\Human Ethics)	Project Status: Active Workflow Status: Approval Decision Made	

1. View button: The view button allows a user to access the application without the ability to edit or save content. An application in view mode is shown below. You may still access the tabs of your application and print or export it to Word or PDF.

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

File No: 20161620 **Project Title:** Research Project 123 **Project Work Flow State:** Approval Decision Made **Application Form:** ICEHR - Application for Ethics Review

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

NOTE: You are in view only mode, and changes cannot be saved.

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

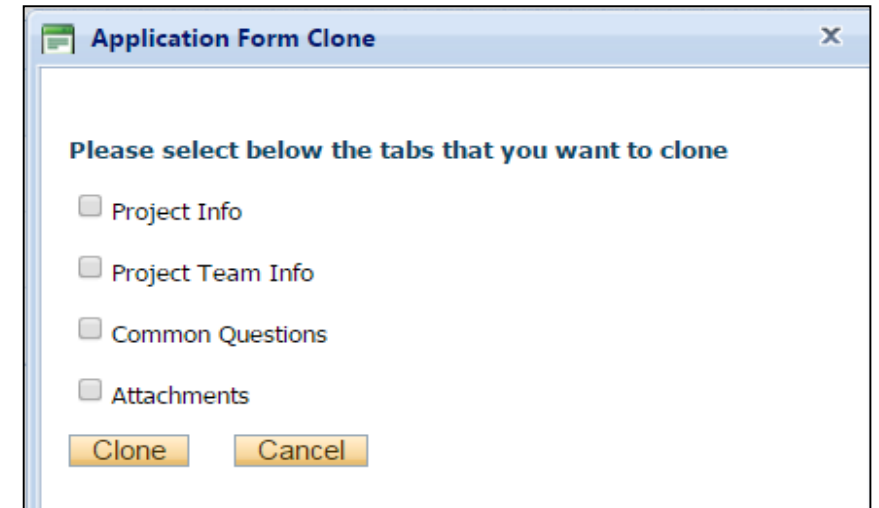
Title *:

Cloning an Application Post-Review

Three actions can be performed on an application

	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	
<div style="border: 2px solid red; padding: 2px;"><input type="button" value="View"/> <input type="button" value="Clone"/> <input type="button" value="Events"/></div>	20161446	Test Application	Dr. John Doe (Research Units)	ICEHR - Application for Ethics Review (Certification\Human Ethics)	Project Status: Active Workflow Status: Approval Decision Made	

2. 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. **Existing applications prior to the implementation of the Memorial Researcher Portal CANNOT be cloned.**



Managing Events of an Application Post-Review

Three actions can be performed on an application

	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 Events	20161446	Test Application	Dr. John Doe (Research Units)	ICEHR - Application for Ethics Review (Certification\Human Ethics)	Project Status: Active Workflow Status: Approval Decision Made	

3. 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 renewals and/or study closures, amendments and various other forms.

Powered by Process Pathways

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



Memorial
Researcher Portal

APPLY NEW | News | Useful Links | Settings

Create New Event

Event Form Name	Description
GC-REB - Adverse Event Report	Complete this event form to report an adverse event or unanticipated effect.
GC-REB - Amendment Request	Complete this event form to request additions and/or modifications to an approved protocol, as changes may affect ethical concerns with human participants.
GC-REB - Annual Update	Complete this event form annually, prior to expiration of your clearance, to renew your ethics clearance for another year, or to close your file if the project is completed or terminated.
HREB - Clinical Trial - Amendment Form	Any proposed change in the conduct of a study must be submitted to the HREB for review and approval before the change may be implemented. Such changes might include modification of recruitment procedures or inclusion or exclusion criteria, addition or deletion of study sites, changes to an intervention, consent forms, questionnaires or scripts, etc. You can use this form to request an

What is an Event?

- Event forms are designed to manage post-approval application forms, including:
 - Annual renewals and/or study closures
 - Amendments
 - Adverse event reports
 - Research team personnel change notification
 - Other post-approval application forms
- **ANY** project team member can submit an Event form
- Similar to an application, Event forms are routed to the ethics 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.

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Memorial Research Portal



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[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 style="display: flex; gap: 5px;">ViewCloneEvents</div>	20161446	Test Application	Dr. John Doe (Research Units)	ICEHR - Application for Ethics Review (Certification\Human Ethics)	Project Status: Active Workflow Status: 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. Depending on the 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 Event forms.
- **Events: Under Review:** This link contains Event forms submitted by the Principal Investigator and are currently under review. These applications 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
View Event	20170740 - 341623	New Approval Process (N/A)	2016/10/17	Approved	on 10/18/2016 12:07:18 PM

Reminders



Event Form Identification

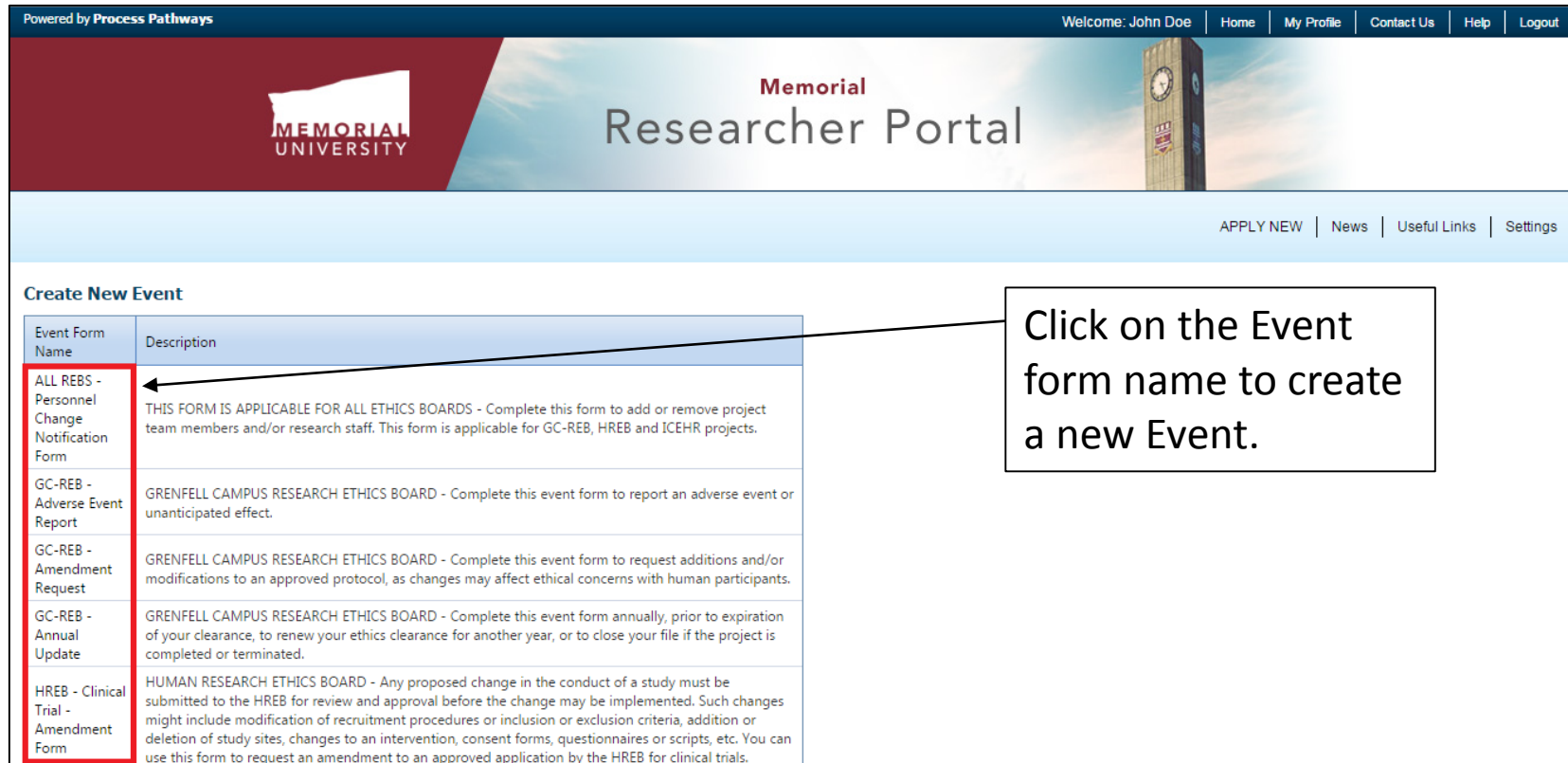
When selecting an Event Form you must choose the appropriate ethics office's Event form. The Event form names are prefixed with the ethics office's abbreviation:

1. **GC-REB** : Grenfell Campus – Research Ethics Board
2. **HREB Clinical Trial** : Health Research Ethics Board Clinical Trial
3. **HREB Non Clinical Trial** : Health Research Ethics Board Non Clinical Trial
4. **ICEHR** : Interdisciplinary Committee on Ethics in Human Research

Should you submit an incorrect Event Form, you will be required to resubmit the appropriate Event Form.

Submitting a New Event Form

To create a new Event form, select the appropriate Event form from the list provided on the Events page. **Please ensure that you are filling out the Event form for the appropriate group (e.g., ICEHR, GC-REB or HREB).**



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Memorial
Researcher Portal

APPLY NEW | News | Useful Links | Settings

Create New Event

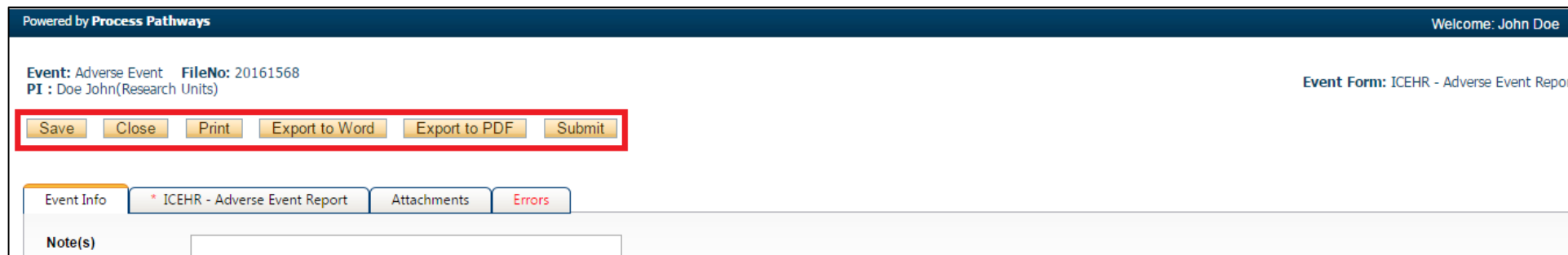
Event Form Name	Description
ALL REBS - Personnel Change Notification Form	THIS FORM IS APPLICABLE FOR ALL ETHICS BOARDS - Complete this form to add or remove project team members and/or research staff. This form is applicable for GC-REB, HREB and ICEHR projects.
GC-REB - Adverse Event Report	GRENPELL CAMPUS RESEARCH ETHICS BOARD - Complete this event form to report an adverse event or unanticipated effect.
GC-REB - Amendment Request	GRENPELL CAMPUS RESEARCH ETHICS BOARD - Complete this event form to request additions and/or modifications to an approved protocol, as changes may affect ethical concerns with human participants.
GC-REB - Annual Update	GRENPELL CAMPUS RESEARCH ETHICS BOARD - Complete this event form annually, prior to expiration of your clearance, to renew your ethics clearance for another year, or to close your file if the project is completed or terminated.
HREB - Clinical Trial - Amendment Form	HUMAN RESEARCH ETHICS BOARD - Any proposed change in the conduct of a study must be submitted to the HREB for review and approval before the change may be implemented. Such changes might include modification of recruitment procedures or inclusion or exclusion criteria, addition or deletion of study sites, changes to an intervention, consent forms, questionnaires or scripts, etc. You can use this form to request an amendment to an approved application by the HREB for clinical trials.

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.



The screenshot shows a web interface for an event form. At the top, it says "Powered by Process Pathways" and "Welcome: John Doe". Below that, it displays "Event: Adverse Event FileNo: 20161568" and "PI : Doe John(Research Units)". On the right, it says "Event Form: ICEHR - Adverse Event Report". A red box highlights a row of six buttons: "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit". Below the buttons, there are tabs for "Event Info", "* ICEHR - Adverse Event Report", "Attachments", and "Errors". At the bottom, there is a "Note(s)" field.

Event Form Tabs

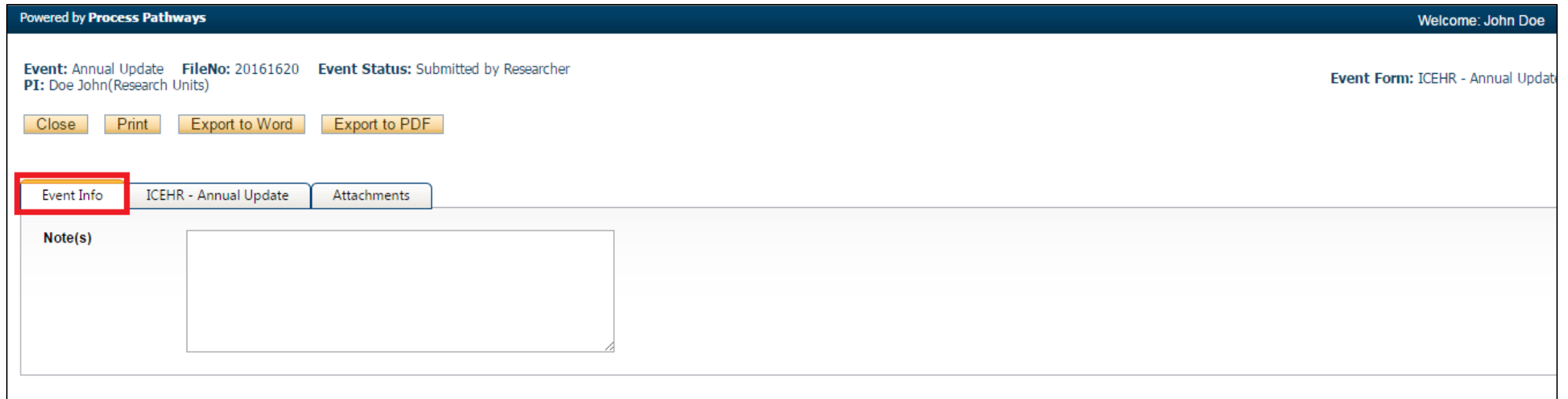
At the top of any Event form is a list of tabs that you will complete prior to submission. A tab that has a **red asterisk *** indicates that there are required field(s) that must be completed prior to submission. Once you complete all the required fields in that tab, the asterisk will disappear. **It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



The screenshot shows a web interface for an event form. At the top, it says "Powered by Process Pathways" and "Welcome: John Doe". Below this, there is a header area with "Event: Adverse Event FileNo: 20161568" and "PI : Doe John(Research Units)". On the right side of the header, it says "Event Form: ICEHR - Adverse Event Report". Below the header, there are several buttons: "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit". Below the buttons, there is a tabbed interface with four tabs: "Event Info", "* ICEHR - Adverse Event Report", "Attachments", and "Errors". The tab "* ICEHR - Adverse Event Report" is highlighted with a red border. Below the tabs, there is a large text area labeled "Note(s)" with a small cursor icon at the bottom right corner.

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.**



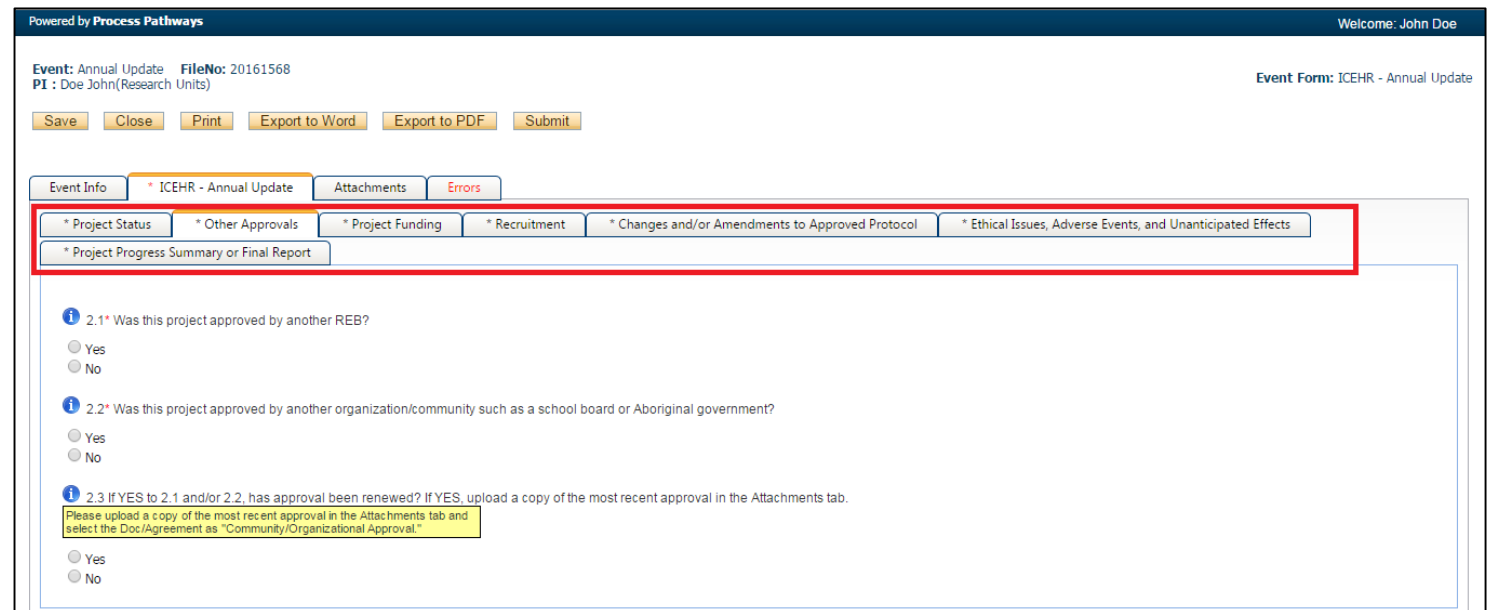
The screenshot shows a web interface for an event form. At the top, it says "Powered by Process Pathways" and "Welcome: John Doe". Below this, the event details are displayed: "Event: Annual Update", "FileNo: 20161620", and "Event Status: Submitted by Researcher". The Principal Investigator is listed as "PI: Doe John(Research Units)". On the right, it says "Event Form: ICEHR - Annual Update". There are four buttons: "Close", "Print", "Export to Word", and "Export to PDF". Below these buttons are three tabs: "Event Info", "ICEHR - Annual Update", and "Attachments". The "Event Info" tab is highlighted with a red box. Below the tabs is a large text area labeled "Note(s)" with a small cursor icon in the bottom right corner.

Event Form Custom Question Tab

This tab includes all questions that are directly related to your particular ethics Event form. There may be a number of sub-tabs that organize the Event form 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.



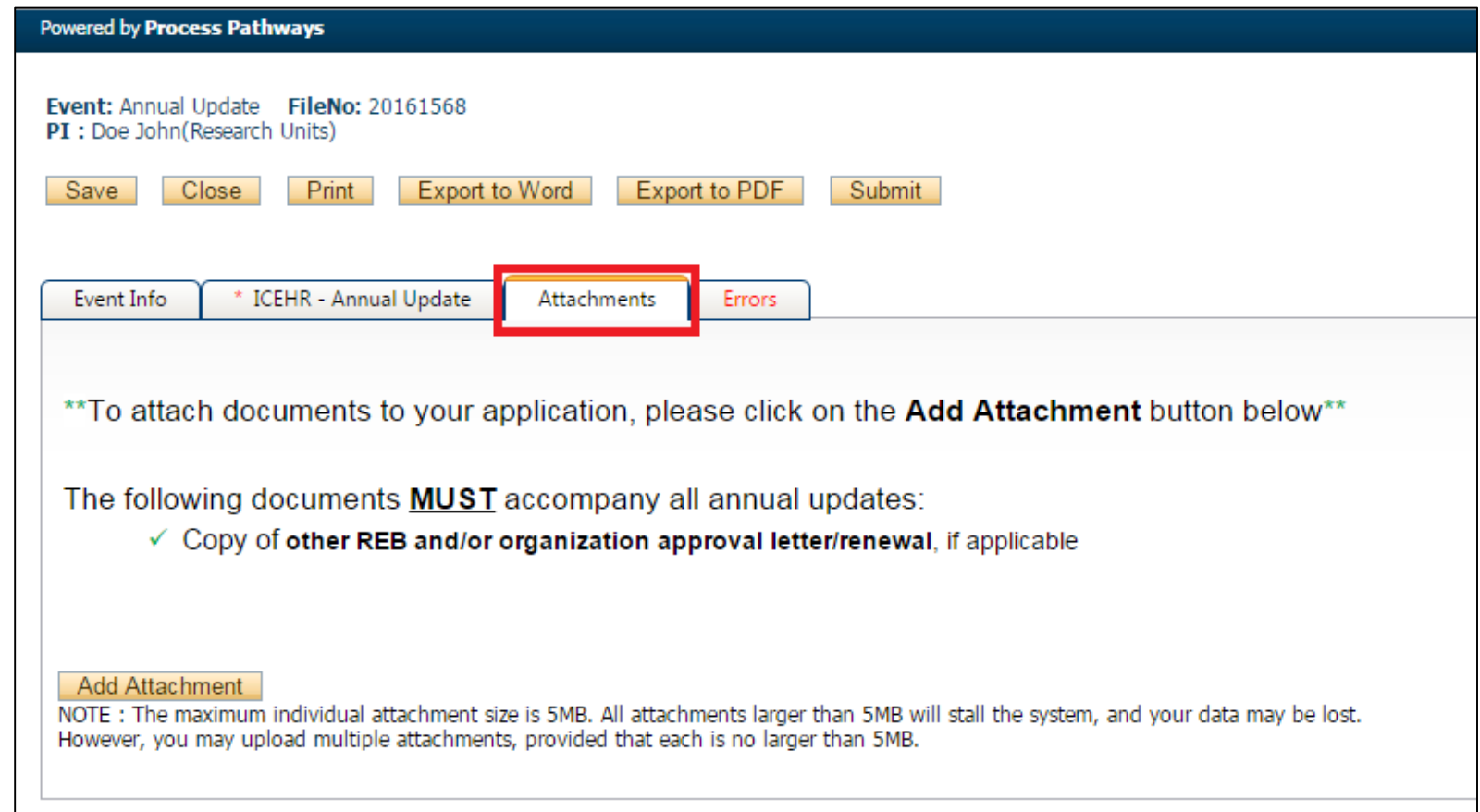
The screenshot shows a web interface for an ethics event form. At the top, it says "Powered by Process Pathways" and "Welcome: John Doe". The event details are "Event: Annual Update" and "FileNo: 20161568". The PI is "Doe John (Research Units)". There are buttons for "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit". The main content area has tabs for "Event Info", "ICEHR - Annual Update", "Attachments", and "Errors". Below these are sub-tabs for "Project Status", "Other Approvals", "Project Funding", "Recruitment", "Changes and/or Amendments to Approved Protocol", "Ethical Issues, Adverse Events, and Unanticipated Effects", and "Project Progress Summary or Final Report". The "ICEHR - Annual Update" tab is active, showing three questions with radio button options and information icons. Question 2.1 asks if the project was approved by another REB. Question 2.2 asks if the project was approved by another organization/community. Question 2.3 asks if approval has been renewed. A yellow dropdown box is visible under question 2.3, containing the text: "Please upload a copy of the most recent approval in the Attachments tab and select the Doc/Agreement as 'Community/Organizational Approval.'" Arrows from the text boxes on the left point to the information icons and the dropdown box in the screenshot.

Attachments Tab

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

At the top of the tab, there are Event-specific instructions on what should be uploaded.

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



The screenshot shows a web interface titled "Powered by Process Pathways". At the top, it displays "Event: Annual Update" and "FileNo: 20161568", along with "PI : Doe John(Research Units)". Below this are buttons for "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit". A tabbed interface shows "Event Info", "* ICEHR - Annual Update", "Attachments" (highlighted with a red box), and "Errors". The main content area contains instructions: "**To attach documents to your application, please click on the **Add Attachment** button below**". It lists required documents: "The following documents **MUST** accompany all annual updates:" followed by a checkmark and "Copy of **other REB and/or organization approval letter/renewal**, if applicable". At the bottom, there is an "Add Attachment" button and a note: "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."

File Name Guidelines for Attachments

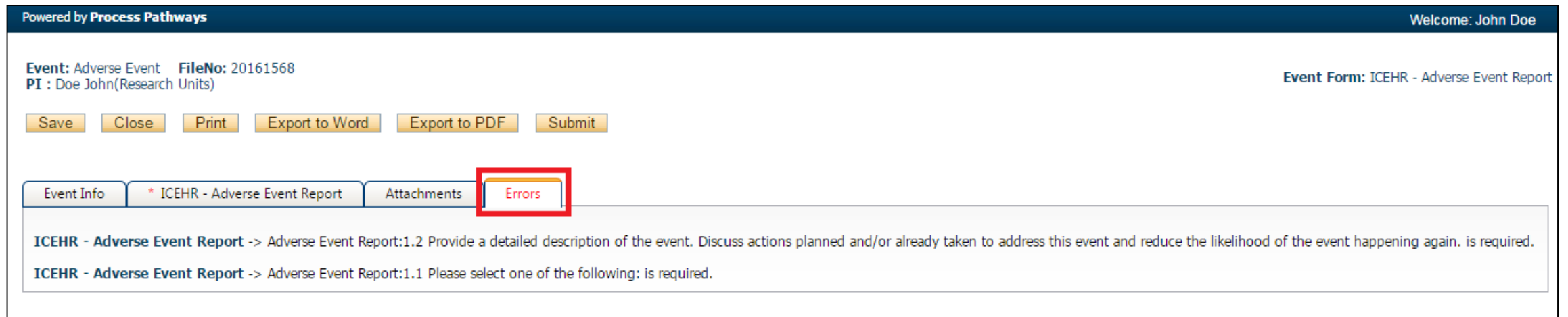
When uploading an attachment to the Memorial Researcher Portal, the file name **must adhere to the following guidelines:**

- 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.

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: John Doe

Event: Adverse Event **FileNo:** 20161568
PI : Doe John(Research Units) **Event Form:** ICEHR - Adverse Event Report

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

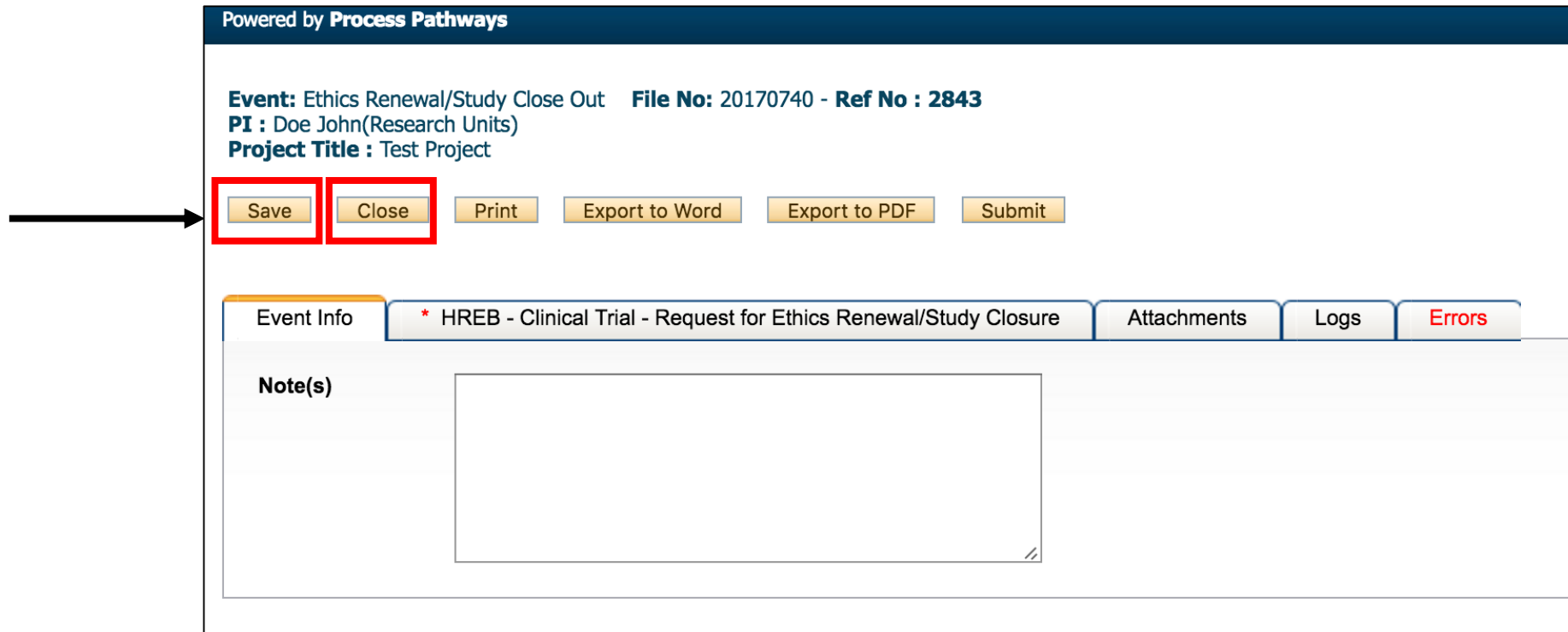
Event Info * ICEHR - Adverse Event Report Attachments **Errors**

ICEHR - Adverse Event Report -> Adverse Event Report:1.2 Provide a detailed description of the event. Discuss actions planned and/or already taken to address this event and reduce the likelihood of the event happening again. is required.

ICEHR - Adverse Event Report -> Adverse Event Report:1.1 Please select one of the following: 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**.



Powered by **Process Pathways**

Event: Ethics Renewal/Study Close Out **File No:** 20170740 - **Ref No :** 2843
PI : Doe John(Research Units)
Project Title : Test Project

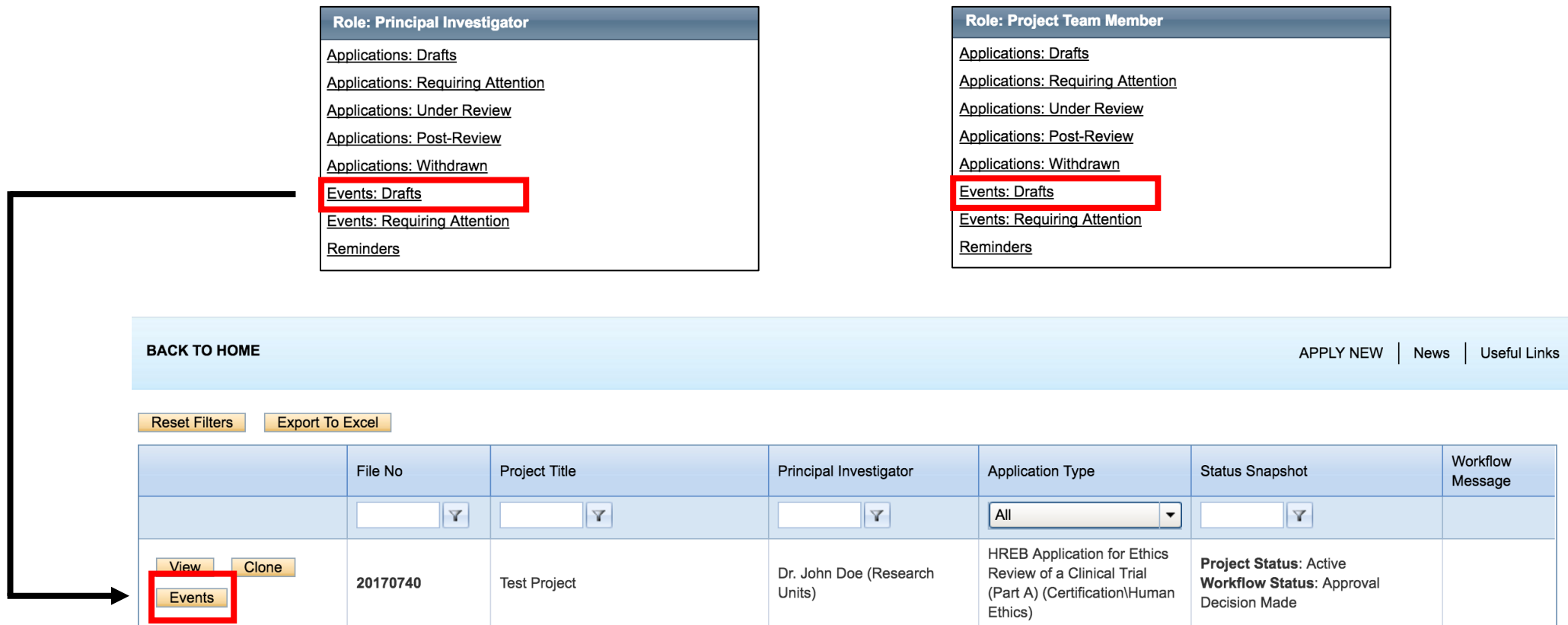
Save **Close** Print Export to Word Export to PDF Submit

Event Info * HREB - Clinical Trial - Request for Ethics Renewal/Study Closure Attachments Logs Errors

Note(s)

Retrieving a Saved Event Form

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



The screenshot displays the Memorial Researcher Tools & Resources interface. At the top, there are two navigation menus for different roles: 'Role: Principal Investigator' and 'Role: Project Team Member'. Both menus list various application and event categories, with 'Events: Drafts' highlighted in a red box in each. Below these is a navigation bar with 'BACK TO HOME' on the left and 'APPLY NEW | News | Useful Links' on the right. Underneath, there are buttons for 'Reset Filters' and 'Export To Excel'. The main content is a table with columns for File No, Project Title, Principal Investigator, Application Type, Status Snapshot, and Workflow Message. The first row of data shows a project with File No 20170740, Project Title 'Test Project', and Principal Investigator 'Dr. John Doe (Research Units)'. The 'Events' button in the first row is highlighted in a red box, and a black arrow points from this button back to the 'Events: Drafts' link in the 'Role: Principal Investigator' menu.

	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="Clone"/>	20170740	Test Project	Dr. John Doe (Research Units)	HREB Application for Ethics Review of a Clinical Trial (Part A) (Certification\Human Ethics)	Project Status: Active Workflow Status: Approval Decision Made	

Retrieving a Saved Event Form Cont'd

Scroll to the bottom of the Events page and click on **Events: Drafts** to expand your available saved Events. Click **Edit** to open the Event for editing.

File No: 20170740
Project Title: Test Project

Events: Drafts

	Event No	Event Category	Event Form	Comments	Latest Update
View Event Edit Delete	20170740 - Ref No : 2843	Ethics Renewal/Study Close Out	HREB - Clinical Trial - Request for Ethics Renewal/Study Closure	For October 19 renewal	John Doe on 10/18/2016 3:18:42 PM

Events: Requiring Attention

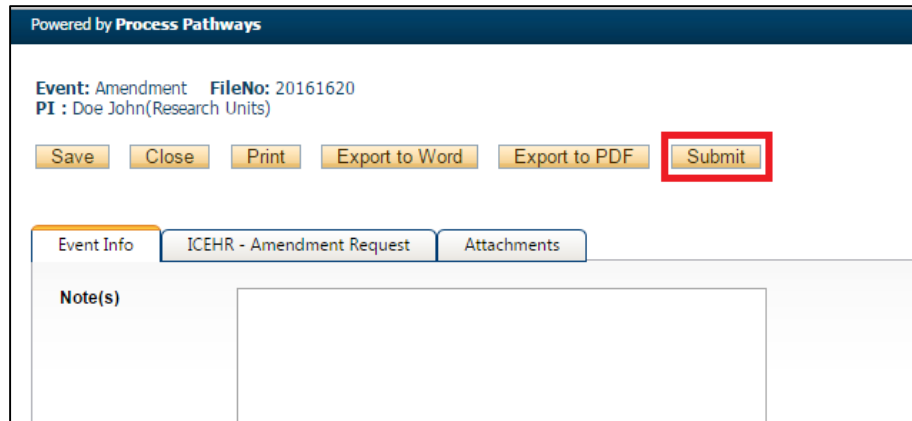
Events: Under Review

Events: Post Review

Reminders

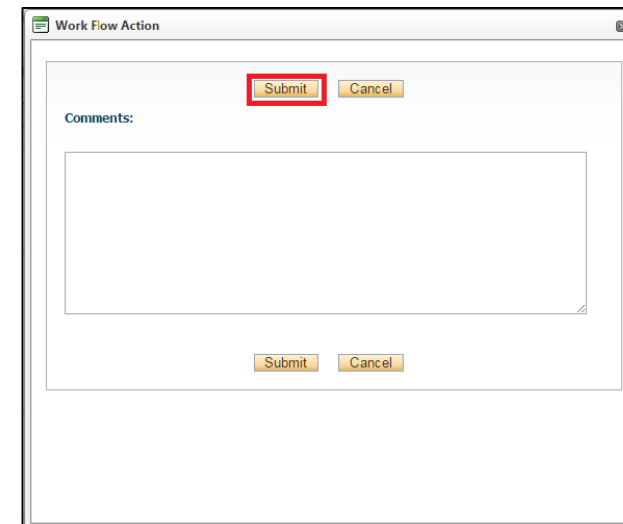
Submitting an Event Form

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 FileNo: 20161620" and "PI : Doe John(Research Units)". Below this are several buttons: "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit". The "Submit" button is highlighted with a red box. Below the buttons are tabs for "Event Info", "ICEHR - Amendment Request", and "Attachments". A "Note(s)" field is visible at the bottom.

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



The screenshot shows a "Work Flow Action" dialog box. It contains a "Comments:" label followed by a large text area for entering comments. Above the text area are "Submit" and "Cancel" buttons, with the "Submit" button highlighted by a red box. Below the text area 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.

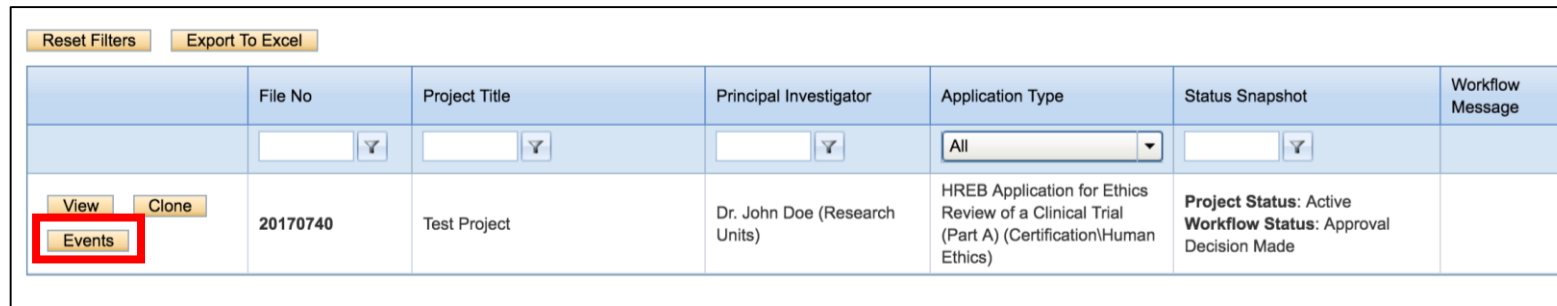


A screenshot of a navigation menu with the following items:

- Role: Principal Investigator
- Applications: Drafts
- Applications: Requiring Attention
- Applications: Under Review
- Applications: Post-Review
- Applications: Withdrawn
- Events: Drafts
- Events: Requiring Attention***
- Reminders*
- Role: Project Team Member
- Role: Faculty Signing Authority
- Role: Reviewer

An arrow points to the "Events: Requiring Attention*" link, which is 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 with the following columns: File No, Project Title, Principal Investigator, Application Type, Status Snapshot, and Workflow Message. The table contains one row of data for a project titled "Test Project" by Dr. John Doe. The "Events" button in the first column of the row is highlighted with a red box.

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot	Workflow Message
View Clone Events	20170740	Test Project	Dr. John Doe (Research Units)	HREB Application for Ethics Review of a Clinical Trial (Part A) (Certification\Human Ethics)	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: Ethics Renewal/Study Close Out File No: 20170740 - 341634
PI : Doe John(Research Units)
Project Title : Test Project

Event Form: HREB - Clinical Trial - Request for Ethics Renewal/Study Closure

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

Event Info HREB - Clinical Trial - Request for Ethics Renewal/Study Closure Attachments Logs

Event Workflow Log Event Log

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
21/10/2016 09:45	Event Workflow State has been changed from ORS Review to Pending Info by ORS .	ORS Review -> Pending Info by ORS	Please input information into sections 3.1 and 4.2.	Jane Doe	Office of Research Services/Office of Research Ethics
18/10/2016 16:08	Event Work Flow State has been changed from Pre-Submission to ORS Review	Pre-Submission -> ORS Review	For October 19 renewal [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-2/help/>

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