

How to access an event requiring your attention:

- **Events requiring attention will be on the main screen of the Researcher Portal once logged in (example below) and will be highlighted in red** (note, if you are the PI this will be under "Role: Principle Investigator". However, if you are a project team member making the revisions you will need to expand the "Role: Project Team Member" section and select the Events: Requiring Attention from that block):

The screenshot shows the Memorial Researcher Portal interface. The browser address bar displays the URL: `memorial.researchservicesoffice.com/Romeo.Researcher/Researcher/HomePage/HomePage.aspx?src=fromLo`. The page header includes the Memorial University logo and the text "Memorial Researcher Portal". Below the header, there is a navigation bar with "BACK TO HOME", a search field, and a "File No" dropdown menu. The main content area is divided into sections based on the user's role. The "Role: Principal Investigator" section is expanded, showing a list of items with their respective counts:

Item	Count
Applications: Drafts	(11)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(1)
Applications: Withdrawn	(0)
Events: Drafts	(1)
Events: Requiring Attention*	(1)
Reminders	(0)

Below this section, the "Role: Project Team Member" and "Role: Reviewer" sections are visible but not expanded. The Windows taskbar at the bottom shows the search bar and several application icons.

- Once you select the red hyperlink you will select the yellow **EVENTS** button alongside the file you are looking for.
- Once you've done this you will scroll right to the bottom to see events requiring attention (example below):

ICEHR - Post-Approval Document Submission	INTERDISCIPLINARY COMMITTEE ON ETHICS IN HUMAN RESEARCH - Complete this form to submit documents that ICEHR requested in your approval letter, including which require minor revisions; and/or supporting documents such as school board or other organizational permissions.
GC-REB - Personnel Change Form	GRENFELL CAMPUS RESEARCH ETHICS BOARD - Complete this form to add or remove project team members and/or research staff.
GC-REB - Amendment Request	GRENFELL CAMPUS RESEARCH ETHICS BOARD - Complete this event form to request additions and/or modifications to an approved protocol, as changes may affect participants.
GC-REB - Adverse Event Report	GRENFELL CAMPUS RESEARCH ETHICS BOARD - Complete this event form to report an adverse event or unanticipated effect.
GC-REB - Annual Update	GRENFELL CAMPUS RESEARCH ETHICS BOARD - Complete this event form annually, prior to expiration of your clearance, to renew your ethics clearance for another year completed or terminated.

File No: 20190060

Principal Investigator: Ms. Kayla Bennett

Project Title: Testing Application - Ethics Office

Events: Drafts

Events: Requiring Attention

	Event No	Event Category	Event Submission Date	Event Status
View Event Edit Latest Workflow	20190060 - 648176	Other Form (HREB - Other Event Form)	2024/04/30	Pending

Events: Under Review

Events: Post Review

Reminders

- Select **EDIT** along the event you want to edit - and then you will be revised based on the email you received requesting Proposed Modifications.