



Trent's ROMEO E-System

Applying for Research Ethics Board, Animal Care Committee or Biosafety
Certification - Researcher User Manual

Ethics certification for research

- All research (funded and unfunded) conducted by Trent-affiliated researchers (faculty, staff, students) that involves human participants or live animals requires ethics approval from the respective compliance committee before any activities can commence.
- Research involving human participants, including in-class activities for pedagogical purposes, and collaborative projects hosted at other institutions, must be reviewed and approved by the Trent **Research Ethics Board**.
- Research activities that involve live animals (vertebrates and cephalopods) are reviewed by the **Animal Care Committee**.
- The use of potentially pathogenic organisms (bacteria, viruses, fungi, parasites, protozoa, biotoxins) and potentially biohazardous material (blood, mammalian cell lines) requires a work permit from the **Science Safety Advisory Committee**.

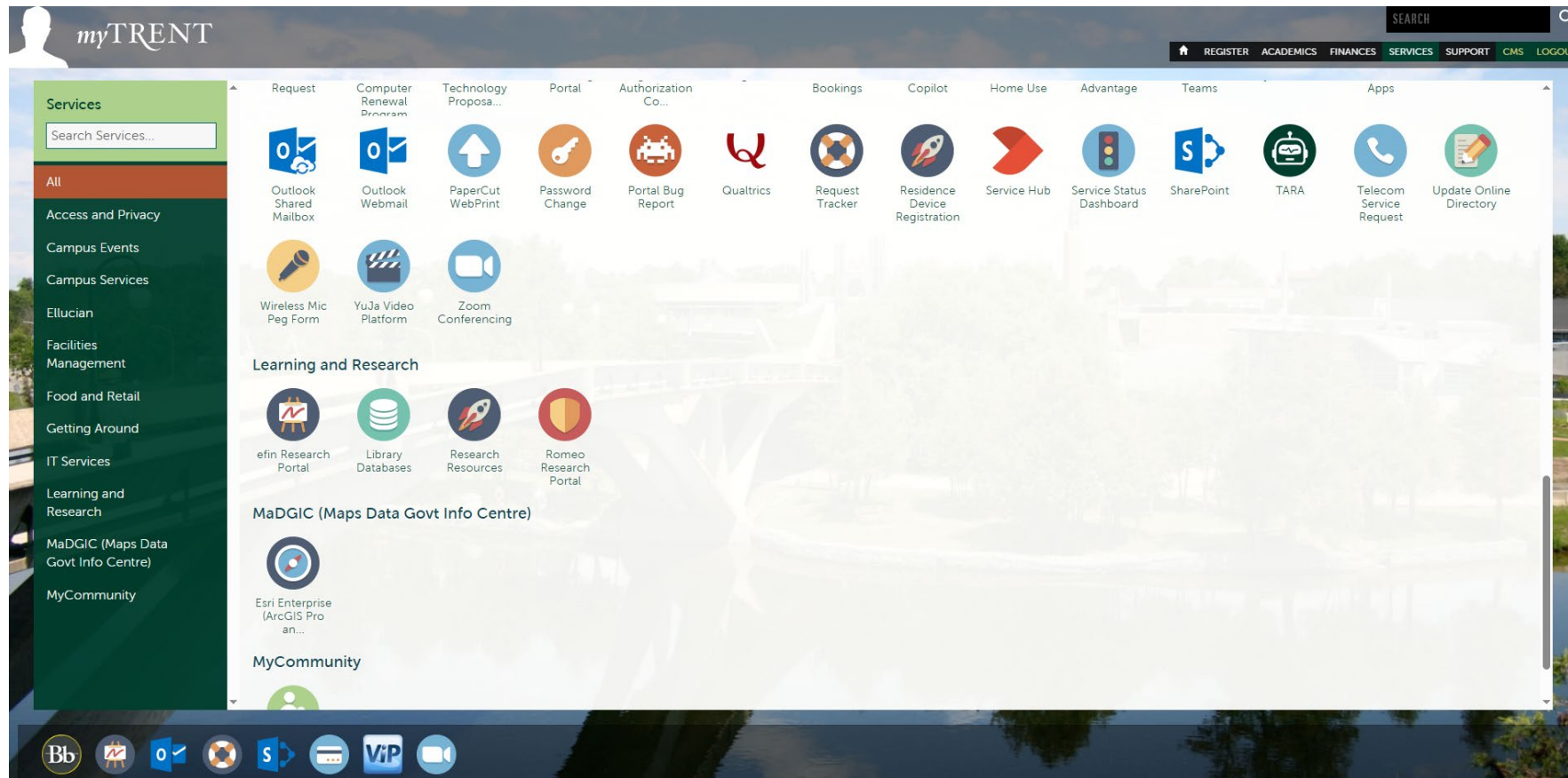
Ethics certification for research

- **ROMEO** – an online award and certification system, used to create and review human and animal ethics applications as well as biosafety protocols. ROMEO is available through myTrent/Services/Learning and Research to internal investigators.
- Website: <https://www.trentu.ca/ori/research-services/ethics-and-compliance>
- Contact: Coordinator, Research Conduct and Reporting at annakisiala@trentu.ca or researchintegrity@trentu.ca, (705) 748-1011 x. 7866, GCS 344.1

Accessing the ROMEO Research Portal

Faculty and Staff: ROMEO can be accessed through the MyTrent Portal

- Log in to MyTrent using Trent U credentials
- Select Services – Learning and Research



Accessing the ROMEO Research Portal

Trent students and external users:

- Complete the [Self Registration Form](#) prior to login


Link to ROMEO for external users:

- Available on the Ethics and Compliance website
- Request by emailing researchintegrity@trentu.ca

[https://trentu.researchservicesoffice.com/ROMEO.Researcher/\(S\(yi4rkh0spyzg45ucvyq1ydbd\)\)/Login.aspx?ReturnUrl=%2fROMEO.Researcher%2fLogout.htm](https://trentu.researchservicesoffice.com/ROMEO.Researcher/(S(yi4rkh0spyzg45ucvyq1ydbd))/Login.aspx?ReturnUrl=%2fROMEO.Researcher%2fLogout.htm)



i Hello! Login to the Research Portal here. If you are already a registered user, but cannot remember your login username or password, do not create a new profile. Click Reset Password to reset your password, or contact your system administrator to request your username.

Login 

Username

Password

Login

Register

Reset Password

Researcher's Home Page

Applications for human and animal research can be submitted via the “APPLY NEW” button.



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APPLY NEW | News | Useful Links

Role: Principal Investigator

Applications: Drafts	Files in preparation	(18)
Applications: Requiring Attention	Files returned for revision	(0)
Applications: Under Review		(0)
Applications: Post-Review	Files submitted for review and approved	(1)
Applications: Withdrawn		(0)
Events: Drafts		(1)
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Reminders		(0)

Role: Project Team Member

Applications: Drafts	(0)
Applications: Requiring Attention*	(1)
Applications: Under Review	(2)
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Applications: Withdrawn	(0)
Events: Drafts	(2)
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Reminders	(0)

Researcher's Home Page

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[APPLY NEW](#) | [News](#)

New Application Forms

Office of Research Services

Application Name	Description	Status
Residual Funds Application Form	NSERC and SSHRC residual funds can be accessed under certain circumstances following the terminal date of the award. This application must be completed and received by the Office of Research no later than June 30th following the end of the grant.	Open

Research Ethics, Animal Care, and Biosafety

Application Name	Description	Status
Faculty & Staff: Application for Approval of Human Participant Research - active form	This form is for faculty (including instructors and sessionals), postdoctoral fellows, visiting scholars and staff of Trent University, another university or college.	Open
Faculty & Staff: Application for Approval of Teaching/Lab Protocol Involving Human Participants - active form	This form is required for all activities that take place in classes at Trent University that can be defined as "course-based research activities" involving human participants (TCPS2 2022, Article 2.1), except independent research projects (e.g.: honours thesis). Please include course code or indicate that the submission is for lab/teaching protocol in the title of your application. If you plan to disseminate the results beyond the class in which the data is created, please submit an ethics protocol for research involving human participants. If you believe your activity is an above-minimal risk project, please contact the Coordinator, Research Conduct and Reporting.	Open
Graduate or Undergraduate: Application for Approval of Human Participant Research - active form	This form is for undergraduate, graduate and PhD students conducting their research under the supervision of Trent faculty/staff member.	Open
Request for Release of Funds Pending Certification-active	As a result of the Memorandum of Understanding (MOU), 2008 signed by Trent University and the Federal Granting Agencies (NSERC, SSHRC, & CIHR) Trent University is legally obligated to: o release Agency funds to researchers only after the Trent University Research Ethics Board and/or the Animal Care Committee has approved the research. This review can be a formal review of the detailed protocol and related continuing review process or 'in principle' if the activities involving humans or animals will only take place in a future fiscal year and the methodology still needs to be determined. In any case the research must maintain REB or ACC approval for the duration of the project." (MOU, 2008) o inform the Agency if REB approval for the project is not obtained within 6-months of the award date, and explain the reason for the delay, in which case the Agency will consider that this condition has not been fulfilled and may cancel the award and reallocate funds. In accordance with the MOU, funds will not be released for research projects involving human participants unless: 1. This form is submitted and approved by the Chair of the Trent University Research Ethics Board for Humans or the Animal Facilities Manager for animals within 6-months of the award date; or 2. A full application is made to and approved by the Trent University Research Ethics Board or ACC.	Open
Animal Use Protocol Application For Laboratory Research Faculty/Principal Investigators	Animal Care Protocol Application to be used by faculty principal investigators. Please visit SharePoint: Animal Care - SOP Library to access current list of Standard Operating Procedures (SOP). If available, use the SOP files from the library when submitting a new AUP. If edits are required to the existing SOP - tracked changes should be used in the SOP attached to your ROME0 submission. If you cannot find the SOP relevant to your animal use protocol, please contact the Manager of Animal Care.	Open
Animal Use Protocol Application For Wildlife and Field Work Research	Animal Care Protocol Application to be used by faculty principal investigators engaged in wildlife and field work research. This protocol will be reviewed in accordance with guidelines set by the CCAC. These may be located at https://ccac.ca/Documents/Standards/Guidelines/CCAC_Guidelines-Wildlife.pdf . Please visit SharePoint: Animal Care - SOP Library to access current list of Standard Operating Procedures (SOP). If available, use the SOP files from the library when submitting a new AUP. If edits are required to the existing SOP - tracked changes should be used in the SOP attached to your ROME0 submission. If you cannot find the SOP relevant to your animal use protocol, please contact the Manager of Animal Care.	Open
Animal Use Protocol for Fish	Animal Care Protocol Application to be used by faculty principal investigators engaged in wildlife and field work research involving fish (as the only species). Please visit SharePoint: Animal Care - SOP Library to access current list of Standard Operating Procedures (SOP). If available, use the SOP files from the library when submitting a new AUP. If edits are required to the existing SOP - tracked changes should be used in the SOP attached to your ROME0 submission. If you cannot find the SOP relevant to your animal use protocol, please contact the Manager of Animal Care.	Open
Animal Use Protocol Application For Teaching	Required by any course using live vertebrates or cephalopods as a teaching aid. Note that a letter of support from the departmental curriculum committee and the pedagogical merit review are required with the application. Please visit SharePoint: Animal Care - SOP Library to access current list of Standard Operating Procedures (SOP). If available, use the SOP files from the library when submitting a new AUP. If edits are required to the existing SOP - tracked changes should be used in the SOP attached to your ROME0 submission. If you cannot find the SOP relevant to your animal use protocol, please contact the Manager of Animal Care.	Open
Request for "In Principle" Review for Animal Work	As a result of the Memorandum of Understanding (MOU), 2008 signed by Trent University and the Federal Granting Agencies (NSERC, SSHRC, & CIHR) Trent University is legally obligated to: o release Agency funds to researchers only after the Trent University Animal Care Committee has approved the research. This review can be a formal review of the detailed protocol and related continuing review process or 'in principle' if the activities involving animals will only take place in a future fiscal year and the methodology still needs to be determined. In any case the research must maintain ACC approval for the duration of the project." (MOU, 2008) o inform the Agency if ACC approval for the project is not obtained within 6-months of the award date, and explain the reason for the delay, in which case the Agency will consider that this condition has not been fulfilled and may cancel the award and reallocate funds. In accordance with the MOU, funds will not be released for research projects animals unless: 1. This form is submitted and approved by the Chair of the Trent University Animal Care Committee within 6-months of the award date; or 2. A full application is made to and approved by the Trent University ACC.	Open
Biosafety Project Work Permit Application	This is the work permit application for personnel wishing to use biohazardous material for research or teaching purposes. The maximum length of Biosafety Work Permit is 3 years.	Open
Radiation Work Permit Application	An application for a permit to possess, use store, purchase radioactive material or devices containing radioactive material	Open
Animal Care Minimal Interaction Form	Animal-based activities that fall within CCAC's mandate but do not require animals be included in a full protocol. Examples are practicum placements or animals that will only be observed in formal teaching and in research, that are not being held captive for these purposes, and where there is no expected impact on these animals or those around them. Pedagogical merit reviews are still required on file.	Open

Your Application – Pre-Submission

- To save a draft protocol in progress, click the “**Save**” button followed by “**Close**” button. You can access it later through the Researcher’s Home Page under the “**Applications: Drafts**” link.
- **Do Not** close your application by closing your browser. This will result in the application being “**Locked**”, preventing other team members from accessing or editing it. Only the user who locked an application can unlock it. Instead, close your application by logging out.
- If you cannot unlock an application or contact the team member who locked it, email the Coordinator, Research Conduct and Reporting, at annakisiala@trentu.ca.

Your Application – Project Info Tab

Enter the Project Title, proposed Start and End Date, and any keywords which describe your project. Keywords can be selected from the drop-down menu or typed directly into the text box.

Application Ref No: 17166

Application Form: Faculty & Staff: Application for Approval of Human Participant Research - active form

SaveClosePrintExport to WordExport to PDFSubmitWithdraw

* Project InfoProject Team Info* Faculty & Staff: Application for Approval of Human Participant Research - active formAttachmentsApprovalsLogsErrors

Title *:

Start Date:

End Date:

Keywords:

Add

Clear all

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
No records to display.							

Your Application - Project Team Info

The Project Team Info tab is populated with the protocol user's information.

Application Ref No: 17166

Application Form: Faculty & Staff: Application for Approval of Human Participant Research - active form

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

[* Project Info](#) [Project Team Info](#) [* Faculty & Staff: Application for Approval of Human Participant Research - active form](#) [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*:

Position:

Institution:

Phone1:

Email*:

Primary Address:

Phone2:

Fax:

Alternate Address:

Preferred Address: ☒ Primary Address ☐ Alternate Address

Country:

Comments:

Other Project Member Info:

Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

[Add New](#) [?](#)

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

Your Application - Project Team Info

Applicants can add additional team members to their projects by scrolling down the page to the “**Other Project Member Info**” section and clicking the “**Add New**” button. This will open a new window.

Other Project Member Info:

Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

Add New



Last Name

First Name

Role In Project

No records to display.

Collaborators/students who work directly with human participants or animals on your project, should be listed under the Team Member Info tab.

Supervisors **must** be included as team members on all graduate and undergraduate applications.

**All listed Team Members have access to view and edit the application.
Only the Principle Investigator can submit the application for review.**

Your Application – Adding Team Members

The “Search Profiles” button opens the Investigators list in a new window. You can search the Investigator List for the name of the person to be assigned as team member.

Project Team Member Edit

Save Close

Project Team Member Info
To add more project team members to this application form, click SEARCH PROFILES to search for and select from other researcher profiles. Click [?] for more info.

Search Profiles Refresh ?

Prefix: [dropdown] Last Name: [text] First Name: [text]

Affiliation: [dropdown]

Role In Project: [Co-Investigator dropdown] Country: [dropdown]

Position: [dropdown] Institution: [dropdown]

Email: [text] Fax: [text]

Phone1: [text] Phone2: [text]

Primary Address: [text] Mailing Alternate Address: [text]

Use Of Address: ☒ Primary Address ☐ Alternate Address

Comments: [text]

Save Close

Investigator List

Close

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.

☐ Start With ☒ Any part

Last Name: [text] First Name: [text]

Search Reset

Options	Last Name	First Name	Primary Affiliation
Select	Abbas	Taylor	Natural Sciences/Forensics
Select	Abbott	Philip	Humanities/Indigenous Studies/PH.D. Program
Select	Abbott	Philip	Humanities/Indigenous Studies
Select	Abdel Hady	Mohamed	Social Sciences
Select	Abdella	Kenzu	Natural Sciences/Mathematics
Select	Abdelmaseeh	Maria	Humanities/Academic Skills Centre

Page size: 6

Close

If you can't find the person you want to add to the Investigators list, contact them to register their investigator profile through the link for external users. Alternatively, email the Coordinator, Research Conduct and Reporting, at annakisiala@trentu.ca. Your email should contain the person's full name, title, affiliation, email address and role in the project.

Your Application – Ethics protocol

This is the body of the application, where you should explain to the review committee what your project is about, who it will benefit, and why it should be done.

Application Ref No: 17166

Application Form: Faculty & Staff: Application for Approval of Human Participant Research

Save

Close

Print

Export to Word

Export to PDF

Submit

Withdraw

* Project Info

Project Team Info

* Faculty & Staff: Application for Approval of Human Participant Research - active form

Attachments

Approvals

Logs

Errors

* Section 1: General Information

* Section 2: Research Project Information

* Section 3: Study Design and Intervention

* Section 4: Study Participants

* Section 5: Indigenous Persons and Their Communities

Section 6: Scholarship of Teaching and Learning

* Section 7: Risks and Benefits

* Section 8: Anonymity and Confidentiality

* Section 9: Informed Consent

* Section 10: Conflict of Interest

* Section 11: Declaration and Signatures

1.1

* Location(s) where the part of research involving human participants will be conducted. Check all that apply:
Off-campus research may include community projects or studies conducted online using Trent-provided facilities (e.g., Qualtrics, Zoom).

☐ On-campus

☐ Off-campus

☐ Other

1.2

If you selected Off-campus, specify: (max 2000 characters)

1.3

If you selected Other, specify: (max. 2000 characters)
For multijurisdictional studies provide the involved parties and the name of the home institution

1.4

* Will any facilities or resources provided by Trent University be used for this research?
Facilities may include Trent computers, Trent-provided storage (physical and electronic) and/or Trent-licensed software (e.g., Qualtrics or Zoom)

☐ Yes

☐ No

1.5

If you selected Yes, please specify: (max. 3000 characters)

1.6

* Have you attached letters of support from Agencies, Non-Government Organizations, or other Institutions:
If your proposal has been approved by REB at another institution, please attach a copy of the approval letter.
If you require the assistance of an agency to recruit participants (for example, you will be using an agency's email member list), please attach a letter/email that documents this agreement.

Your Application – Attachments Tab

This tab is used to upload study documents, including advertisements, recruitment scripts, consent forms, interview scripts, certificates, support letters, permits, and animal handling protocols.

Be sure to include page and version numbers in each document, and a descriptive title and version number in the description.

Application Ref No: 17166

Save

Close

Print

Export to Word

Export to PDF

Submit

Withdraw

* Project Info

Project Team Info

* Faculty & Staff: Application for Approval of Human Participant Research - active form

Attachments

Approvals

Logs

Errors

Add Attachment

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.

Your Application – Errors Tab

The Errors tab keeps a log of required questions that weren’t answered. If all required questions are answered, the Errors list disappears. The file can’t be submitted for review until all Errors are resolved.

Application Ref No: 17166

Application Form: Faculty & Staff: Application for Approval of Human Participant Research - active for

SaveClosePrintExport to WordExport to PDFSubmitWithdraw

Project InfoProject Team InfoFaculty & Staff: Application for Approval of Human Participant Research - active formAttachmentsApprovalsLogsErrors

Project Info ->Project Title is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 1: General Information:1.1 Location(s) where the part of research involving human participants will be conducted. Check all that apply: is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 1: General Information:1.4 Will any facilities or resources provided by Trent University be used for this research? is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 1: General Information:1.6 Have you attached letters of support from Agencies, Non-Government Organizations, or other Institutions: is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 1: General Information:1.8 Is this a multijurisdictional research project that requires approval by the REB at another Canadian institution? is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 2: Research Project Information:2.1 In plain language, describe the research question and how you plan to address it. (max. 3100 characters) is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 2: Research Project Information:2.2 What is the rationale for this study? (max. 1600 characters) is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 2: Research Project Information:2.3 What is the significance of the study? (max. 1500 characters) is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 2: Research Project Information:2.4 How will the results of this study be disseminated? (max. 1000 characters) is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 3: Study Design and Intervention:3.1 Describe the events of the study in chronological order from the participants' perspective (detailed point form description is encouraged): is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 3: Study Design and Intervention:3.2 What are you measuring and/or what kind of data are you collecting? is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 3: Study Design and Intervention:3.3 Describe the time commitment for participants of the study including the number of meetings, and their frequency and duration: is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 3: Study Design and Intervention:3.4 How will the data be analyzed? is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 3: Study Design and Intervention:3.5 Will the research involve any form of deception? is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 4: Study Participants:4.1 Who will participate in the study? List any inclusion and exclusion criteria: is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 4: Study Participants:4.2 Are there groups who would benefit from this study who are being excluded on the basis of age, ethnicity, gender, or race? is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 4: Study Participants:4.5 Indicate the number of participants to be enrolled: is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 4: Study Participants:4.6 Provide justification for the sample size: is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 4: Study Participants:4.7 Will there be costs associated with participation (e.g., time, transportation, etc.), and will you compensate participants for these costs? is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 4: Study Participants:4.8 Will any other incentive to participation be offered to participants (e. g.: a prize draw, bonus grades, etc.)? is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 4: Study Participants:4.9 If a participant withdraws, what steps will you take to distribute the compensation or incentive? is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 4: Study Participants:4.10 Does this research meet any of the following criteria or conditions? Complete Section 5 only if you checked at least one box below. Check all that apply: is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 4: Study Participants:4.11 Will Trent University students' coursework, grades, or assignments become part of the data set? Or, will Trent University students be recruited as part of their participation in a course (e.g.: SONA)? If yes, please complete Section 6 - Scholarship of Teaching and Learning. is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 5: Indigenous Persons and Their Communities:5.1 Have you read TCPS2 – Chapter 9? is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 7: Risks and Benefits:7.1 Indicate the level of risk a participant may experience: is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 7: Risks and Benefits:7.2 Indicate the type of risk participants may be exposed to: is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 7: Risks and Benefits:7.4 For each of the boxes checked above, describe the specific risk and explain how it will be managed: is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 7: Risks and Benefits:7.5 Describe any potential benefits to the participants from their involvement in the project. Indicate if there are no direct benefits. is required.

Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 8: Anonymity and Confidentiality:8.1 List any identifying information that will be collected, used, or disclosed. Check all that apply: is required.

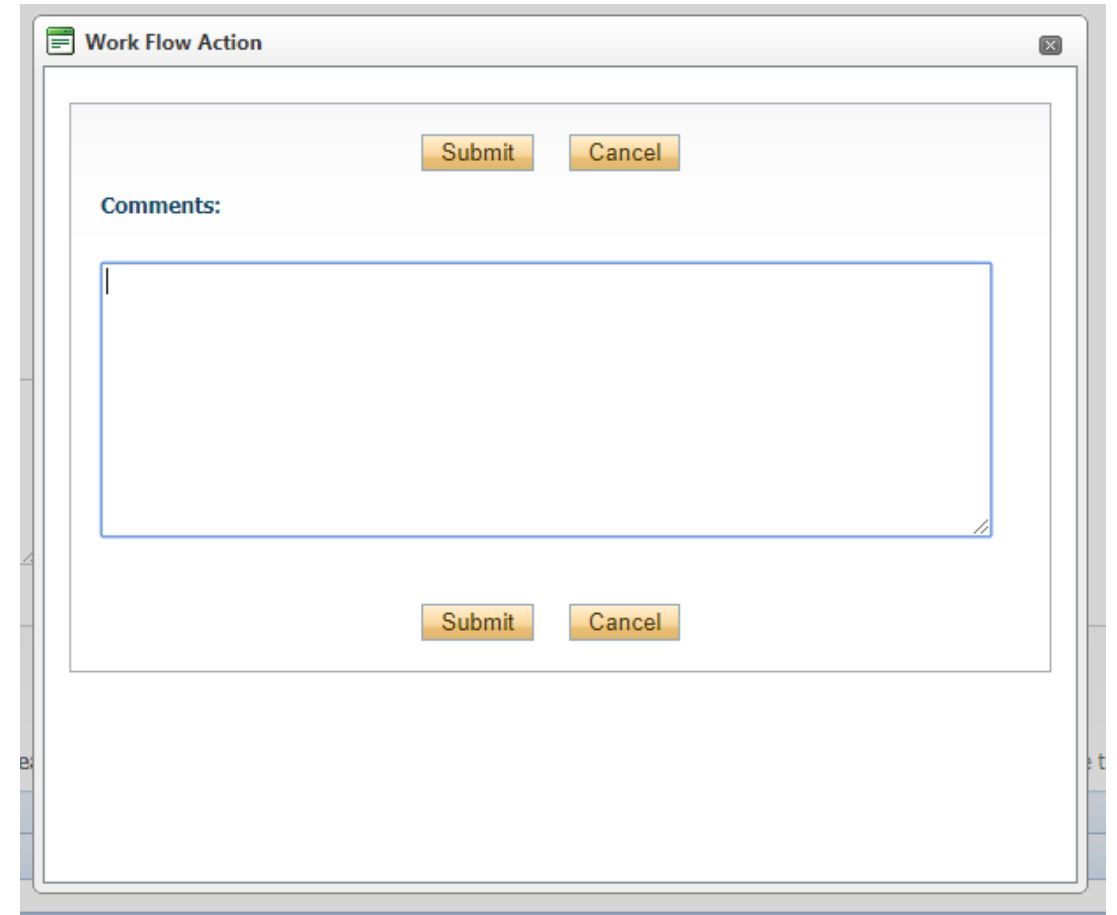
Faculty & Staff: Application for Approval of Human Participant Research - active form -> Section 8: Anonymity and Confidentiality:8.3 Identify all potential sources of this information. Check all that apply: is required.

Your Application – Submitting

When your application is ready for review, click the “**Submit**” button to open the Work Flow Action Window.

Enter a comment in the textbox provided. A comment can be a simple sentence (i.e., Submitting application for review). Do not include any important information in that box as it is not easily accessible to reviewers.

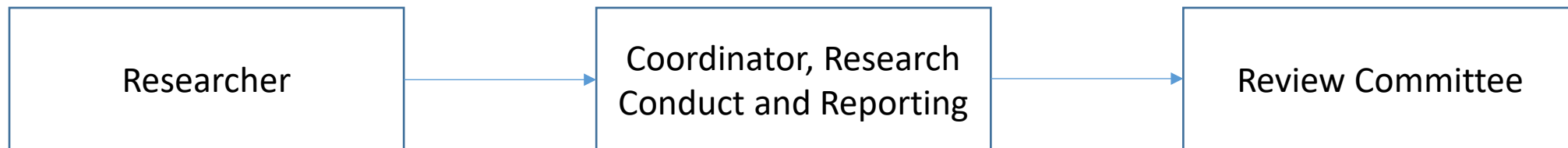
Click the “**Submit**” button to send your protocol for review.

The image shows a screenshot of a software window titled "Work Flow Action". Inside the window, there is a section labeled "Comments:" followed by a large, empty rectangular text box. Above the text box, there are two buttons: "Submit" and "Cancel". Below the text box, there are also two buttons: "Submit" and "Cancel". The window has a standard title bar with a close button (X) in the top right corner.

Once the application is successfully submitted, you will receive an automatic message confirming receipt of your submission. If the email doesn't arrive, recheck your **Applications: Draft** folder.

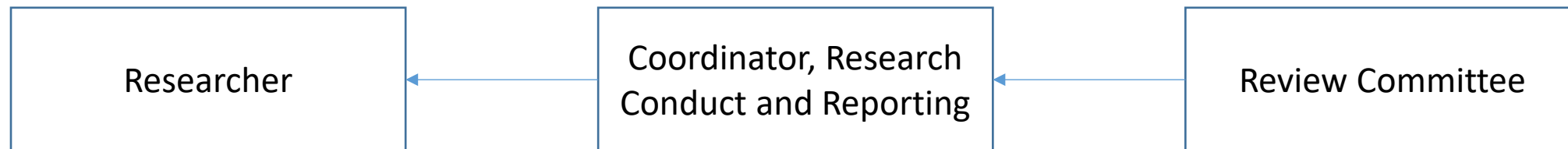
Your Application – Post-Submission

- Once you have submitted the application for review, you will **not** be able to make changes.
- Throughout the review process, the application can be viewed via the “Applications: Under Review” and “Applications: Post Review” links on the Researcher’s Home Page.
- Submitted applications are sent to the Coordinator, Research Conduct and Reporting, who assigns them to the appropriate review committee.



Your Application - Applications Requiring Revisions

- If the review committee decides that an application needs revision, the Coordinator, Research Conduct and Reporting will email the study team a letter detailing any changes or additional information the committee has requested (Revisions Requested email).
- Next, the application will be returned to the research team for editing in ROMEO (Information Requested email).



Your Application – Revising prior to Approval

Once your application has been sent back to you, edits can be made.

BACK TO HOME Search	
File No	
Role: Principal Investigator	
Applications: Drafts	(5)
Applications: Requiring Attention*	(3)
Applications: Under Review	(9)
Applications: Post-Review	(19)
Applications: Withdrawn	(1)
Events: Drafts	(6)
Events: Requiring Attention*	(1)
Reminders*	(7)

The protocol will appear in “Applications: Requiring Attention” folder.

Your Application – Revising Prior to Approval

The edits can be made through opening the yellow Edit tab on the left side of the File no. The changes should reflect the comments of your review committee.

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	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="All"/>	<input type="text"/>
View Edit Clone Latest Workflow	6008375	Barring progress: The influence of paternal incarceration on families' neighborhood attainment	Dr. Danny Ocean (Faculty of Science and Technology\Environmental Studies)	Application for Ethics Review of Research Involving Humans (Certification\Human Ethics)	Project Status: Pending Workflow Status: Pending Info by ORS

All changes are recorded in the application log.

File No. 6008375

Certification : Human Ethics

[System Configuration](#)

Project Status: Pending

PI: Ocean Danny

Affiliation: Faculty of Science and Technology\Environmental Studies

Renewal Due: Not Yet Set!

[Save](#) [Save & Close](#) [Approval Process](#) [Close](#)

[Project Info.](#) [Project Team Info.](#) [Human Ethics Info.](#) [Application for Ethics Review of Research Involving Humans](#) [Attachments](#) [Milestones](#) [Events](#) [Communications](#) [Log](#)

Log Details

☒ Application Log ☐ Application Workflow Log

Timestamp	Log Details	Username
2019/11/28 08:55	Project Work Flow State has been changed from Pending Info by ORS to ORS Review	Danny Ocean
2019/11/28 08:54	Application for Ethics Review of Research Involving Humans: Participation -> If Yes, describe the equipment and how it will be used: has been changed from "" to 'We will use an audio recorder to record interviews.'	Danny Ocean
2019/11/28 08:53	Application for Ethics Review of Research Involving Humans: Privacy -> Describe how the identity of the individuals will be safeguarded: has been changed from "" to 'The identifiers will be safeguarded by The Avengers team in Stark Tower.'	Danny Ocean
2019/11/28 08:49	Application Workflow State has been changed from ORS Review to Pending Info by ORS	Awd_User
2019/11/28 08:22	Project Work Flow State has been changed from Pre-Submission to ORS Review	Danny Ocean

If your study documents require editing, delete the old version(s) from the Attachments Tab and upload the edited version(s) using the same title.

Be sure to include the version number in the document title.

Your Application – Resubmitting after Revisions


Once the application is re-submitted, it appears in the Research Portal as back “Under Review” with no options to make changes.

The application reassigned for review is moved to the “Post-Review” folder.

Role: Principal Investigator

Applications: Drafts	(5)
Applications: Requiring Attention*	(2)
Applications: Under Review	(10)
Applications: Post-Review	(19)
Applications: Withdrawn	(1)
Events: Drafts	(6)
Events: Requiring Attention*	(1)
Reminders*	(7)

You can follow the status of review under: Status Snapshot **(Project Status)**.

Status Snapshot
<input type="text"/> 
Project Status: Pending Workflow Status: Approval Decision Made

Your Application - Approval

Once the application has been approved, the PI receives a formal approval letter through email. A copy of the approval letter will be kept in the ROMEEO application.

An approved application can no longer be modified but is available for viewing under “Applications – Post Review”.

Role: Principal Investigator	
Applications: Drafts	(5)
Applications: Requiring Attention*	(2)
Applications: Under Review	(9)
Applications: Post-Review	(20)
Applications: Withdrawn	(1)
Events: Drafts	(6)
Events: Requiring Attention*	(1)
Reminders*	(7)

Your Application – Post-Approval

An approved human or animal ethics application can be modified by submitting the Events forms in ROMEO.

“Active” project status opens the ability to submit Events like project renewals, annual progress reports, study amendments, incident and closure forms, and adding new team members.

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	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	<div></div>	<div></div>	<div></div>	<div>All</div>	<div></div>
<div><div>View</div><div>Clone</div><div>Events</div><div>Latest Workflow</div></div>	6008375	Barring progress: The influence of paternal incarceration on families' neighborhood attainment	Dr. Danny Ocean (Faculty of Science and Technology\Environmental Studies)	Application for Ethics Review of Research Involving Humans (Certification\Human Ethics)	<div><div>Project Status: Active</div><div>Workflow Status: Approval Decision Made</div></div>

Your Application – Post Approval

Amendments to the approved ethics certifications can be created and submitted by **all** Team members.

Create New Event

Event Form Name	Description
REB Amendment Form	This form can be used to submit any changes/updates to be made to a currently approved research project. Changes must be reviewed and approved by the REB before they can be implemented. Amendments to studies should be changes within the scope of the original study, not new studies related to the original. Significant or numerous changes to study methods, participant populations, location of research, research question, or where the amendment will change the overall purpose or objective of the originally approved study will require the submission of a complete new application.
Human Research - Adverse Event Form	To be used in the event of an adverse event in the course of research study.
REB Annual Progress Report	To be completed ONLY at the end of each calendar year human participant research is undertaken to update the REB on the project's progress and any incidental findings.
REB Study Closure Form	To be used at the close of active research
Study Renewal Form	To be used to renew a human ethics project when research activities extend beyond the initial approval date. A project can be renewed for up to 1 year at a time. Human ethics applications can stay active for up to 4 years, after which time the submission of a new application form is required if the certification is needed beyond that timeline.

File No: 28632

Principal Investigator: Dr. Anna Kisiala

Project Title: Title - test application

Events: Drafts				
	Event No	Event Category	Event Form	Comments
View Event Edit Delete Latest Workflow	28632 - Ref No : 5420	Amendment	REB Amendment Form	
View Event Edit	28632 - Ref No : 5863	Amendment	REB Amendment Form	
Events: Requiring Attention				
Events: Under Review				
Events: Post Review				
Reminders				

The submission and approval procedures for Event forms are the same as for full ethics applications.