University of Regina | Office of Research Services

CONVERIS RESEARCH ETHICS MODULE

Researcher Procedures – Version 1.1

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INTRODUCTION

The research ethics application form and review process is now completed online via the Converis Research Ethics module. This is designed to allow for greater transparency in the review process and save administrative staff a significant amount of time each year. The system is web based and REB applications can be accessed at any time. The system has the ability to send automatic notifications when an application moves through the various stages of the review process and remind researchers of renewal deadlines. The system overall is much more efficient. REB applications can be created, saved as a draft, and submitted thought the system. As well, annual renewal, amendment and closures will be through Converis.

For any support, questions or to provide feedback, please contact:

Research.Ethics@uregina.ca
306-585-4775

Responses will be received by the end of the next business day.

WORKFLOW

The Converis Research Ethics Application follows this workflow:

REB Standard Application

Supervisor (for student projects)	Principal Investigator	Ethics Assistant	REB Reviewer	Compliance Officer	REB Chair

Draft → In Preparation

Supervisor's Review

Modify Application for Resubmission

Compliance Review

For app with lowest risk

Additional Information Required

Ethics Review → Review Required

Review Complete

REB Chair Review

Prepare Response to NER

Notice of Ethical Review Sent to Principal Investigator

Supervisor's Review

REB Chair's NER Review

Prepare Subsequent Response to NER

Active / Approved

Phase

GETTING STARTED

How to Login to the Converis System

- Please click here to access Converis
  or go to https://uregina.converis.clarivate.com/
- Users will be directed to the page below. This is the single sign on page which will require users to log in with Novell credentials.
- Students (Graduate and Undergraduate) will need to request access to the platform. This can be done using a link in the student tab of UR-Self Service:
    Click on the "Student" Tab --- "Student Records" --- "Converis Access Request"
- This is currently active and requests take 24 hours to process, including during university closures. Note, if there are issues, these will need to be resolved during business hours.
- Applicants who are not UofR faculty members (staff, post-docs, adjunct professors, members of Federated Colleges) will need to submit a request for access to Converis in order to access the system. To request access email Research.Ethics@uregina.ca. An e-mail with login credentials will be sent to the e-mail provided. Users external to the University of Regina will receive a separate link and credentials to login to the platform.

University of Regina Authentication Required

Log In to Access uregina.converis.thomsonreuters.com	
Your uregina.ca username:	
Your uregina.ca password:	
☐ Don't remember login	
Login	

In the **username** box, please enter the uregina.ca username you use to log in for email, URcourses, MicroFocus network client, etc.

In the **password** box, please enter your uregina.ca password.

If you are experiencing difficulties logging in, please contact the IT Support Centre at 306-585-4685 or email IT.Support@uregina.ca.

- The screen below will then appear. This is a security certificate from Information Services and it will only appear the first time when logging in on a device (or if you cleared your cache). If you login on a different device, you will then see this screen again.
- Select the second bullet and then click "Accept"

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

○ Ask me again at next login
  • I agree to send my information this time.

◉ Ask me again if information to be provided to this service changes
  • I agree that the same information will be sent automatically to this service in the future.

○ Do not ask me again
  • I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

Reject   Accept

Dashboard

Once logged in, users are taken to the Dashboard, which contains basic information about the user, their role, an "inbox" of items requiring attention, menu items that can be clicked on to view records the user has access to, and the ability to create new content.

1. **Role:** The user's role is indicated in the top right corner. All Academic Staff Members will have a "Researcher" role by default, as well, some users will have additional roles if they are members of the Research Ethics Board.

2. **"Things to do"**
   • This will provide an at-a-glance space that will link to REB Applications that require action.

3. **"Recently Edited"**

- REB applications that are currently being worked on will be found here. There will be a time and date stamp of when the application was last edited.

4. **"REB" and "REB Application"**

- This brings up a list of all of the REB Applications that have been created by the researcher, or that the researcher is listed on and their "Status" or where they are at in the Workflow.

Navigation

- Select "Cancel" to leave the page without saving your changes.
- Select "Save" to save your changes and stay on the page, do this frequently to prevent changes from being lost.
- Select "Save and Close" to leave the page and save any changes.
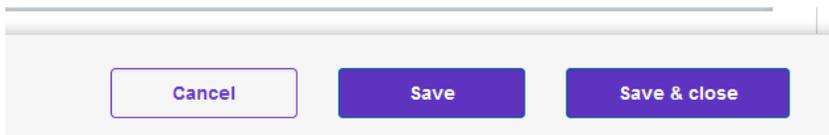
- "Save and Close" allows you to change the status of the application. For example, when the application is complete and ready to be submitted for review.

- You can navigate by clicking on the tabs at the top or the ellipses "…" to navigate to a specific section of the application.

- You can move to the next tab by clicking on the arrow at the bottom of your current tab

Online REB Application Framework

1. "Form Part 1" tab
   - REB Applications details are filled in here including Title, PI, Supervisor, Funding, Overview, Methodology, Compensation, Confidentiality and Risks.
   - Only the Principal Investigator and Primary Contact are able to enter information on this page.
   - Once the REB Application has been submitted, the Researcher/Primary Contact are not able to make any changes to this page.
2. "Form Part 2" tab
   - REB Applications details are filled in here including Use of Internet, Indigenous Research, Community Based Research, Recruitment, Consent, and Data Security.
   - Only the Principal Investigator and Primary Contact are able to enter information on this page.
   - Once the REB Application has been submitted, the Researcher/Primary Contact are not able to make any changes to this page.
3. "Review" tab
   1. REB Applications details related to the review process are filled in here including Comments by Compliance Officer, Risk, Notice of Ethical Review(s) (NER) and the Response(s) to the Notice of Ethical Review(s).
   2. The Reviewers and REB Chair will upload their reviews and the NER(s).
   3. The Principal Investigator and Primary Contact will not be able to view the individual reviewer's comments, only the combined Notice of Ethical Review.

4. Once the REB Application has been approved, the Principal Investigator and or Primary Contact are not able to make any changes to this page.

Notifications

- There are notifications <u>within</u> the Converis System that will only be seen when logged into the system.
    - o These notifications can be accessed by clicking on the bell icon on the top right corner of the Dashboard, or by clicking on "Notifications" on the menu found at left.

- Email notifications are sent automatically from the system.
    - o The Principal Investigator and Supervisor (for applications where the student is the PI) will receive e-mail notifications when the application changes state. For example, when the application is sent to reviewers, or when the application is approved.
    - o These notifications will be sent from the email address research.ethics@uregina.ca.

System generated email messages

Recipient	Message
Supervisor	New student application requires review
PI (Student)	Supervisor has asked for more information
Supervisor	Revised student application requires review
PI (Student) & Supervisor	Compliance has asked for more information
Supervisor	Revised student application requires review
PI (Student) & Supervisor	Application has been sent to the REB Reviewers
PI (Student) & Supervisor	Application has been sent to the REB Chair
PI (Student) & Supervisor	Notice of Ethical Review (NER) requires a response
Supervisor	NER response requires review
PI (Student)	Supervisor has asked for more information
PI (Student) & Supervisor	Application is approved

Profile

- Users can view/edit their profile by clicking on the pencil beside their name (see below).

Click on the pencil to view/edit profile information

- Once you click on the pencil, you can review your profile.

- "Key Information"
    - Most of this information is pulled from Banner. If any of this information is incorrect, you are to contact hr.support@uregina.ca to ensure that Banner is updated. Every night there will be an upload from Banner to keep this system current.
- There are a few fields that are editable such as:
    - Salutation
    - Pronoun
    - Preferred Name
    - Phone numbers
    - Website
    - ORCID ID

- "Work Affiliations"
  - Positions held within the University are populated from Banner here. Anything prior to 2019 will not be in the system, anything from this point on will be populated automatically.

Creating a Research Ethics Application

- From the Dashboard, click on "+Add New Content"
  - Click on "REB"
  - Click on "REB Application"
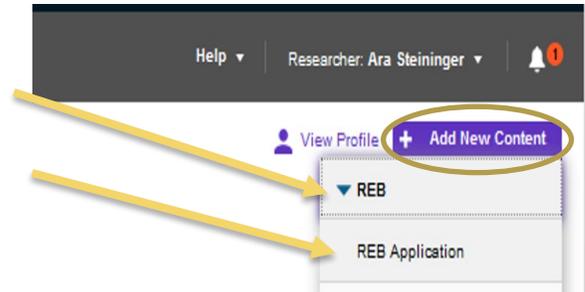
Application Types

- The "**Standard**" application combines both the Behavioural and Biomedical Forms.
- Select "**Standard by Student**" if the PI is a student, and the research led by a student. (e.g. for an Undergraduate Honours project, Master's Thesis or PhD research.) This application will come to the listed supervisor for approval before beginning the review process.
- Select "**Standard by Faculty or Staff**" if the application is being submitted by a Faculty or Staff member. You can still add student research assistants to the project.
- Select "**Secondary Use of Data**" if the application is for the use of data which has been collected previously for a different purpose.
- Select "**Course Based**" if the application is for class work where the purpose is pedagogical and not research (e.g. undergraduate courses in research methodology where the students will be conducting activities to learn how to collect and analyze data")
- Select "**Approved by Other Institution'** If the study has obtained REB approvals from another University and requires additional approvals at the University of Regina because of involvement of UofR personnel, participants, or resources.

Note: The Research Ethics Boards (REB) in the province of Saskatchewan have moved to a policy of full reciprocity. If your application has been approved by the REB of the University of Saskatchewan, University of Regina, or Saskatchewan Health Authority, that approval will be accepted by both of those other two institutions without the need for additional REB review, provided the protocol is identical in its content and activities.

Field Types

There are five question formats you will see in the REB Applications.

1. Text fields

Each text box has a character limit between 1024 and 3950 characters.

To expand the text box, click on the dots in the right hand corner and drag the box to expand.

If you require additional space or wish to provide an image or chart, please reference the attachment within the text box and append at the end of the relevant section.

Upload relevant documents.

If a space to upload documents is not provided following the relevant question, please add document(s) at the bottom of Form Part 2.

| Form Part 1 * | Form Part 2 | Declaration | Review | ... |

Other Documents

Upload any additional relevant materials.

2. Radio Buttons

Radio buttons require a selection to be made between two options, usually Yes or No. Select the correct option by clicking in the circle.

Compensation

Will participants be compensated?

◉ Yes   ○ No

In some cases when a selection is made, additional questions will appear. Ensure that you answer any additional questions.

Compensation

Will participants be compensated?

◉ Yes   ○ No

What is the amount and form of the compensation?

3. Tick or Check Boxes

Some questions ask that you select all that apply. Ensure you select ALL the options that apply to the study being reviewed.

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Select all methods that apply:

Questionnaire
☐

Individual Interviews
☐

Group Interview
☐

Focus Group
☐

Video Recording
☐

Audio Recording
☐

Participant Observation

In some cases when a selection is made, additional questions will appear. Ensure that you answer any additional questions.

Focus Group
☑

Will the interviews be transcribed? Provide details.

4. Linking

A ➕ indicates a field there you can link to a different module of Converis. You can use this to link people or university held grants and agreements (referred to as Proposals or Projects).

Principal Investigator *

➕

Click on the ""+" and enter the name or project title you wish to search.

Principal Investigator *

Ara Steininger

Search results for Ara Steininger

➕ Steininger, Ara - Research Office - Research Compliance Officer (20-Feb-2012 -)

Select the "+" to add the item to the application. Click the "x" to close the search bar.

If you are unable to find the person or project you wish to link, a text box will be provided to enter the details so a staff member can link on your behalf.

5. Uploading Documents

A " 📁 " indicates a field there you can attach a document to the application.

Other Documents
Upload any additional relevant materials.
📁

Click on the folder to upload a document from your computer.

Converis supports: doc, ppt, xls, docx, pptx, xlsx, pdf, ps, rtf, txt, png, jpg, jpeg.png, jpg, jpeg, gif.

If you wish to upload a video file, such as mp3, we suggest, copying and pasting it into a MS Word document and uploading it that way

Navigate to the file you wish to attach and select "Open" You can select multiple files at one time.

STEININA (\\COMPSERV3\VOL1(3) (I:)	
ARTS (\\COMPSERV9) (O:)	Students
VOL1 (\\COMPSERV1) (S:)	07/17/2017 4:58 A... File folder
VOL2 (\\COMPSERV1) (T:)	
VOL1 (\\COMPSERV3) (U:)	

File name: | All Files

Open   Cancel
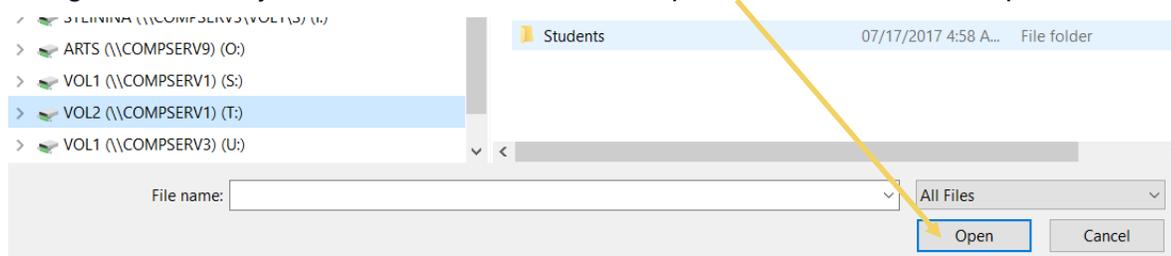
Once the file has been uploaded, it will look like below.

If an incorrect document is attached, click on the 🗑 to delete.

Other Documents

Upload any additional relevant materials.

	File Name	Size	Description	
📄	Application_July_2_2015.pdf	3 MB	Consent Form 12/1024	🗑

FORM PART 1

New REB Application

In Preparation

| Form Part 1 * | Form Part 2 | Declaration | Review | ... |

Internal ID
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Approval Date

Renewal Date

Title *

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- Enter the title of the project. This field is required to save the application.

Principal Investigator *

- Click on the "+" to add the Principal Investigator. This field is required to save the application.

Principal Investigator *

A Ara Steininger

Search results for **Ara Steininger**

B Steininger, Ara - Research Office - Research Compliance Officer (20-Feb-2012 -)

- Type the name you wish to search for in the text field (A) and then select the "+" beside the name of the Principal Investigator (B). Applicants who are not faculty members (e.g. students, staff, post-docs, adjunct professors) will need to submit a request for access to Converis in order to access the system. See "Getting Started" for details.
- You can list more than one Principal Investigator. This option may be used if you wish for more than one person to work on the application and have editing abilities. Caution should be used as all individuals listed will have the ability to edit and submit the application. All parties should review the final submission and be aware of any changes that could have been made my others.

- If the Principal Investigator is a student, ensure that the "Standard by Student" application is being used. You can easily confirm this by seeing whether there is an option to add a "Supervisor" after the Primary Contact.

Primary Contact Person for Correspondence (if not same as PI)

- Click on "+" to add a Primary Contact for Correspondence (same as above). The Primary Contact will have access to view and edit the application, however they will not receive any e-mail notifications related to the application. If an individual other than the Principal Investigator is filling out the application, they should list themselves as the Primary Contact to ensure that they have access to the application.

Do not list the same person as Primary Investigator and Primary Contact otherwise you will not be able to complete the Declaration Section. Only include a Primary Contact if it is a different person than the Primary Investigator.

Supervisor (Only for student project)

This field will only appear on the "Standard Application by Student"

- Click on "+" to add a supervisor (same as above). The application will be routed to the supervisor for approval before it can be submitted for review. The Supervisor will have access to view and the application and will receive all e-mail notifications related to the application.

- Before proceeding click on "Save".

| Cancel | Save | Save & close |

- When you wish to save your changes and return to the application select "Save & Close".

Set status

Please change the status first to enable the comment field.

In Preparation

Discontinued

Supervisor's Review

Cancel   Done

- Select "In Preparation" and "Done"

Principal Investigator *

+

Primary Contact Person for Correspondence (if not same as PI)

+

Supervisor (Only for student project)

Only Principal Investigator or Primary Contact can create application. If you are one of them, then add yourself above and click "Save" to enable other sections of the form.

If you save the application without selecting a PI or if the PI or Primary Contact is not the person logged into Converis and entering the application you will receive the message below.

Access denied

You do not have access to this page.
You do not have the rights to perform this action.

Where do you want to go next?
Dashboard

https://support.clarivate.com   Converis 6.12.0

If this occurs, click on "Dashboard".

From the Dashboard, click on "+Add New Content"

- o   Click on "REB"
- o   Click on "REB Application"

This should return you to the application you were working on.

Add the "PI" and "Primary Contact" (if not the PI entering the application) and "Save".

Certificate of approval

Please be advised that approvals may need to be sought if you are collecting data from schools, within health regions and may be required from other organizations, agencies, or community groups.

Will you be contacting potential participants or collecting data from any such organizations?

○ Yes   ○ No

If yes, provide certificate or letter of support/approval

📁

- • If the study requires approval from outside organizations (e.g. School Boards, Health Regions etc.) select "Yes" and upload the relevant materials by clicking on the File. Select the document to upload and select "Open"

Funding Detail

Has this project received funding?

● Yes   ○ No

The Research Office is tracking proposals and projects in other parts of Converis. Click on the + buttons below to find and link yours.

Proposal

➕

Project

➕

| Proposals – funding is pending |
| Projects – funding is awarded, or successful |

- • If the Project has received funding, select "Yes".
- • If there is a funding applied for through the University of Regina, or held by the University of Regina, you can link it here via the Grant Management System. Select "+" to search for grants and contracts linked to the Principal Investigator. *Note: You must be logged in as the PI to link these, the Primary Contact will not have access to this functionality.*

Proposal

Project

Search results for ara

42 | Ara's Project Idea December 17... | Steininger |

- Enter your name or a keyword from the title to search and select "+" to add
- If you are not able to locate the funding under project or proposal, enter the details in the text box, and a staff member will link it on your behalf.

Provide the details of the funding if you cannot locate your proposal above:

- If there is funding for the project which is not held by or applied for through the University of Regina, provide the details in the text box and upload any relevant documents (e.g. award letters, contracts etc).

List any funding not administered by the University of Regina:

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Upload relevant documents.

Overview and Methodology

See the *Guidance Notes* *for recommendations on what information the REB requires and ethical considerations related to the Overview and Methodology section.*

Overview of Research Project

Describe the project, its objectives and potential significance.

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Specify the Research Questions being evaluated in the project.

Select all methods that apply:

Questionnaire
☐

Individual Interviews
☐

Group Interview
☐

Focus Group
☐

Video Recording
☐

Audio Recording
☐

Participant Observation
☐

Experiment
☐

Non-invasive physical measurements
☐

Ethnography
☐

Other
☐

Participant Compensation

See the *Guidance Notes* for recommendations on what information the REB requires and ethical considerations related to compensating research participants.

Compensation

Will participants be compensated?
◉ Yes ○ No

What is the amount and form of the compensation?

[   ]
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How will the compensation be provided?

[   ]
0/1024

Upload materials related to compensation.

📁

Participant Deception

See the *Guidance Notes* for recommendations on what information the REB requires and ethical considerations related to the use of deception with research participants.

Deception

Will deception of any kind be necessary in this project?
◉ Yes ○ No

Indicate how the participants will be debriefed following their participation.

[   ]
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Indicate how the participants will be given the opportunity to withdraw both participation and their data after debriefing.

[   ]

Confidentiality

See the [Guidance Notes](#) for recommendations on what information the REB requires and ethical considerations related to the confidentiality of research participants.

Confidentiality

Will participants be anonymous in the data gathering phase of the study? (Anonymous means that no link can be established between the participant and the research - no one including the researcher knows who has participated in the research)

○ Yes   ○ No

Will the confidentiality of participants and their data be protected? (Confidentiality means that no link can be established between the collected information and the participant's identity)

○ Yes   ○ No

Are there any limits to confidentiality:

Limits due to the nature of group activities (e.g. focus groups): the researcher cannot guarantee confidentiality

☐

Limits due to context: individual participants could be identified because of the nature or size of the sample or because of their relationship with the researcher.

☐

Limits due to selection: procedures for recruiting or selecting participants may compromise the confidentiality of participants (e.g. participants are referred to the study by a person outside the research team)

☐

Limits due to transmission of data via the internet: use of email, online surveys, social media etc.

☐

Other

☐

If Other, provide details.

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Describe the safeguards used to protect confidentiality (e.g. aggregation, pseudonyms, encryption, confidentiality agreements). If confidentiality will not be protected, provide a justification.

Risks and Benefits

See the [Guidance Notes](#) for recommendations on what information the REB requires and ethical considerations related to Risks and Benefits.

Risk and Benefits

Indicate if the participants might experience any of the following:

Risk of psychological or emotional harm or discomfort (e.g. trauma, anxiety, stress).
☐

Legal repercussions for participating in the study (e.g. possibility of being sued, charged with criminal activity, disclosure of past or future criminal activities, etc.).
☐

Social repercussions (e.g. ostracized, being negatively judged by peers or employer, fired from your job).
☑

Risk of physical harm or discomfort (e.g. falling, muscle pain, tiredness, weakness, nausea).
☐

Risks due to procedures that are different from the standard of care or placebo.
☐

Describe how the risk will be managed (including an explanation as to why an alternative approach could not be used). If appropriate, identify any resources, e.g. physician or counselor, to which participants can be referred.

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If above minimal risk, what are the likely benefits of the research to the researcher, participant, the research community and society that would justify asking participants to participate?

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Peer Review:

For Above Minimal Risk research and clinical trials what scholarly review has been obtained?

Remember to click on Save.

| Cancel | Save | Save & close |

You have now reached the end of the first tab, you can navigate to the second tab in several ways.

Click on the purple arrow.

You have reached at the end of Part 1. Click → to go to Form Part 2.

Or click on "Form Part 2"

| Form Part 1 * | Form Part 2 | Declaration | Review | ... |

Or hover your mouse over the ellipses "…"

| Form Part 1 * | Form Part 2 | Declaration | Review | ... |

Internal ID

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Approval Date

Renewal Date

Title *

No Personnel

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COA

Funding

Overview

Compensation

Deception

Confidentiality

Risk and Benefits

v Bottom

Form Part 2

Principal Investigator *

Name	Organisation	Job Title	Phone		
Steininger, Ara	Research Office	Research Compliance Officer		✏ 🗑	

Click on "Form Part 2"

FORM PART TWO

Use of Internet

See the [Guidance Notes](#) for recommendations on what information the REB requires and ethical considerations related to the use of internet for research with participants.

Use of Internet

Will you have any internet-based interaction with participants (e.g. email, online survey, social media, videoconferencing)?

◉ Yes   ○ No

Will you be communicating with participants via email?

○ Yes   ○ No

If yes, what information will be shared in this manner?

[ ]

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If you are using a third party research tool, survey software, transaction log tools, screen capturing software, social media platform, how will you ensure the security of data gathered at that site?

[ ]

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Describe the accounts used. For example for email, zoom, qualtrics etc. will you use UofR accounts rather than personal, multi user, or those managed by an external third party?

[ ]

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How will you protect the privacy and confidentiality of participants who may be identified by email addresses, IP addresses, and other identifying information that may be captured by the system during your interactions with these participants?

[ ]

Clinical Trials

See the *Guidance Notes* for recommendations on what information the REB requires and ethical considerations related to Clinical Trials.

Clinical Trials

Is this a clinical trial?
◉ Yes   ○ No

Is this a clinical trial? gistered?

If yes, where will it be registered?

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If no, explain why not.

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Upload the Health Canada No Objection Letter for the Clinical Trial

Indigenous Research

See the *Guidance Notes* for recommendations on what information the REB requires and ethical considerations related to research with Indigenous people, communities and lands.

Indigenous Research

Does the study use Indigenous identity or membership in an Indigenous community as a variable for the purpose of analysis of the research data?
◉ Yes   ○ No

Does recruitment criteria include Indigenous identity as a factor for the study ?
○ Yes   ○ No

Is the research conducted on First Nations, Inuit or Métis lands?
○ Yes   ○ No

Does the study seek input from participants regarding a community's cultural heritage, artefacts, traditional knowledge or unique characteristics?
○ Yes   ○ No

Will the research results refer to Indigenous communities, peoples, language, history or culture?
○ Yes   ○ No

- If the University of Regina Research Office negotiated or signed a research agreement you can link to it by clicking "+"

Was/is the Research Office involved with the agreement with the Indigenous Community? If so, click on the + button below to find and link it.

- Enter your name to search for the agreement.

Was/is the Research Office involved with the agreement with the Indigenous Community? If so, click on the + button below to find and link it.

Ara

- Click on "+" to link the agreement to the REB Application.

Ara Ste

Search results for Ara Ste

+ 427 | Ara's Project Idea December 17... | Steininger |

- If you cannot locate the agreement, provide details in the text box.

If you cannot locate your agreement using the search function above, or if an agreement is pending, please include the details of the agreement below.

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Participant Recruitment

See the *Guidance Notes* for recommendations on what information the REB requires and ethical considerations related to the participant recruitment.

Participant Recruitment

Describe the participants the inclusion, and the exclusion criteria.

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Provide the number and justification for the number of participant as well as any sex and gender considerations (with rationale).

Describe how you will obtain contact information for the participants, and if applicable who originally collected the contact information.

Provide a detailed description of the recruitment process.

Who will be involved in the recruitment process, describe the role of everyone involved.

In cases where the research involves special or vulnerable populations, distinct cultural groups, or in cases where the research is above minimal risk, the researcher should describe their experience or training in working with the population.

Where relevant, please explain any relationship (pre-existing, current or expected to have) between the researcher(s) and the researched (e.g. instructor-student, manager-employee, co-workers, family members/intimate relationships, etc). Please pay special attention to relationships in which there may be a power differential. Describe any safeguards and procedures to prevent possible undue influence, coercion or inducement.

- At the end of the recruitment section upload all recruitment related materials such as recruitment scripts, emails, letters, social media posts, posters etc.

Upload recruitment materials (e.g. scripts, posters, letters, email messages etc.)

📁

See the section under Field Types "Uploading Documents" for detailed instructions.

Consent

See the Guidance Notes for recommendations on what information the REB requires and ethical considerations related to the participant consent.

Consent Waiver

Is a waiver of consent being requested?
○ Yes   ● No

Consent Process

Describe how consent/assent will be obtained and documented (eg signed, oral, recorded, notes).

Who will obtain consent?

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How long will the participant have to decide whether or not to participate?

0/1024

Are all individuals who will have access to participants or their data listed on the consent form?
○ Yes   ○ No

If no justify.

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Describe how consent/assent will be maintained throughout the research project.

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If vulnerable populations (including participants with diminished decision-making capacity) will be recruited, what additional steps (if any) will be taken to protect the participants' interests (including the use of authorized third parties to make a consent decision)?

If minors (under 18 years of age) will be recruited, how will their assent or consent be obtained, and what role will their parents or guardians play in the consent process?

0/1024

If participants will be recruited from different linguistic groups, what is the plan for translating information and consent documents and/or providing access to interpreters?

Describe how participants will be informed of their right to withdraw from the study, to what extent participants will be able to review and withdraw their information, and how their samples/data/information will be managed following withdrawal (i.e., whether they will be destroyed, kept for a specific period of time, etc.)

If there is the potential for future use of participants' samples/data/information, what steps will be followed to inform participants and obtain their consent?

Will you be using the University of Regina Consent Form Template?
○ Yes   ○ No

If no, ensure that the process for consent includes each of the points from Article 3.2 of the TCPS2.

Upload documents related to consent (consent forms, assent forms, consent scripts etc)

- At the end of the consent section upload all consent related materials such as consent scripts, consent forms, assent forms etc.

Data Security and Storage

See the *Guidance Notes* for recommendations on what information the REB requires and ethical considerations related to data security and storage.

Data Security and Storage

Will there be a key linking participant names and numbers?
○ Yes   ○ No

If yes, how will it be stored separately from the data?

0/1024

For all data (e.g. paper records, audio or visual recordings, electronic recordings), answer below questions
Note: For this section 'Data' refers to all records and materials related to the study.
Person responsible for data storage.

0/1024

How will data be secured during transportation from collection site (e.g. physical, electronic, downloading from 3rd party platforms)?

What steps will be taken to ensure the security of data while in use (eg. Password protected, Passwords/screen timeouts, Firewall/virus protection)?

0/1024

How will data be securely shared among members of the research team?

0/1024

Describe the means and location of storage of each format (paper, electronic etc) of data (e.g. a locked filing cabinet, password protected computer files, encryption).

0/1024

Time duration of storage (Must be greater than 5 Years).

0/1024

Describe which data will be destroyed so that it cannot be recovered and how. (e.g. confidential shredding, electronic file deletion software)

0/1024

If data are held on third party platforms describe the timeline for its removal.

0/1024

Will data be archived? And if so in what form and where?

0/1024

Indicate how data collected is intended to be used (thesis, journal articles, conference presentation, media, etc).

0/1024

When will participant contact information and email messages related to the study be deleted?

- If there are additional documents related to the application which have not been uploaded, click on the folder icon to add them.

Other Documents

Upload any additional relevant materials.

You have reached at the end of Part 2. Click ➝ to go to Declaration.

- Click on the purple arrow to proceed to the declaration tab.

FORM DECLARATION TAB

Personnel

See the [Guidance Notes](#) for recommendations on what information the REB requires and ethical considerations related to research personnel.

- There are four options for listing personnel on the application.
  1. **UofR Personnel with view access** have access to Converis and can view the content and uploaded documents attached to the application. They cannot edit the application, and will not receive notifications related to the application. By selecting "+" add UofR Faculty collaborators, co-investigators and students who will have access to participants or their data.

UofR Personnel (with view access)

These individuals will have access to view the application, but cannot edit and will not receive notifications. Include here UofR Faculty collaborators, co-investigators and students who will conduct data collection for the study.

➕

If you cannot find them please enter their name, role, department and organization below:

0/1024

  2. **UofR Personnel without view access** will not have access to view or edit the application. By clicking "+" add students who you do not wish to have access to view the application such as research assistants with a discrete role, such as transcribing interviews.

➕

If you cannot find them please enter their name, role, department and organization below:

0/1024

  3. **External Personnel without view access** will not have access to view or edit the application. By clicking "+" add personnel external to the University of Regina. If you wish to provide these individuals with a PDF of the application, see the instructions for [Creating a PDF of the Application](#).

If you are not able to locate a person in Converis, please enter their name and details in the text box. Research Office Staff will add them on your behalf.

Conflict of Interest

See the [Guidance Notes](#) for recommendations on what information the REB requires and ethical considerations related to conflict of interest.

- Before submitting an application for review, the principal investigator must complete the Conflict of Interest statement.

Declaration

Each point of the declaration must be reviewed and clicked to indicate agreement before an application can be submitted.

If you are listed as the PI but are not able to edit the declaration section, check to see whether you have listed yourself as both PI and Primary Contact. An individual may only be listed as either PI or Primary Contact. By deleting yourself from one and clicking "Save" you will then be able to complete the declaration.

Declaration by Principal Investigator

I confirm that the information provided in this application is complete and correct.
☐

I accept responsibility for the ethical conduct of this project and for the protection of the rights and welfare of the human participants who are directly or indirectly involved in this project.
☐

I will comply with all policies and guidelines of the University and Health Region/affiliated institutions where this project will be conducted, as well as with all applicable federal and provincial laws regarding the protection of human participants in research.
☐

I will ensure that project personnel are qualified, appropriately trained and will adhere to the provisions of the REB approved application.
☐

I certify that any significant changes to the project, including the proposed method, consent process or recruitment procedures, will be reported to the Research Ethics Board for consideration in advance of its implementation.
☐

I certify that a status report will be submitted to the Research Ethics Board for consideration within one month of the current expiry date each year the project remains open, and upon project completion.
☐

If personal health information is requested, I assure that it is the minimum necessary to meet the research objective and will not be reused or disclosed to any parties other than those described in the REB-approved application, except as required by law.
☐

I confirm that adequate resources to protect participants (i.e., personnel, funding, time, equipment and space) are in place.
☐

I understand that if the contract or grant related to this research project is being reviewed by the University, then a copy of the ethics application inclusive of the consent document(s), may be forwarded to the person responsible for the review of the contract or grant.
☐

I certify that all co-applicants and personnel have viewed and approved the submission.
☐

I have completed the TCPS2 Course on Research Ethics Tutorial http://tcps2core.ca/welcome
☐

I certify that I will not have contact with research participants for the purpose of recruitment or data collection until REB approval has been obtained.
☐

I understand that files will be shared with University personnel who require them to carry out UofR duties.
☐

- For REB Applications submitted by a student, the student must complete the Declaration by Principal Investigator.
- The supervisor must complete the Declaration by Supervisor
- If the Application is being created by the Primary Contact, they cannot complete the Declaration, this will need to be completed by the Principle Investigator prior to submission.

SUBMITTING THE APPLICATION

- After all questions have been answered and all related materials uploaded, select "Save and close"

Cancel	Save	Save & close
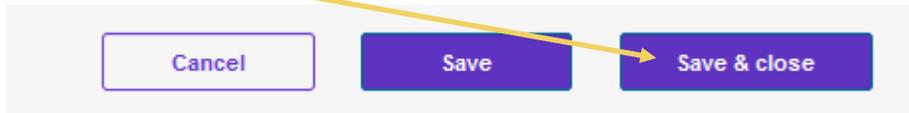
Any required fields that do not have a response will be highlighted in red (see below). Additionally the tabs along the top will indicate where there is missing information.

| Form Part 1 * | Form Part 2 | Declaration ⚠ | Review | ... |

0/1024

Provide a detailed description of the recruitment process.

Provide a detailed description of the recruitment process. is required.
0/1024

- Once the information is added, the red box will disappear. Repeat the "Save & close" step.

Set status

Enter a comment about the status change (optional).

In Preparation

Discontinued

Compliance Review

| Cancel | Done |

- Select "Compliance Review" to submit the application. This will begin the review process.
- If you have not yet saved the application as "In Preparation" you will need to select "In preparation", reopen the application click "Save & close" and select "Compliance Review" **Failure to change the status to "Compliance Review" will mean that the application is not submitted to the Office of Research Services and the review process will not be started.**

Application with a Student Principal Investigator

Set status

Please change the status first to enable the comment field.

In Preparation

Discontinued

Supervisor's Review

Cancel   Done

PI (Student) - Select "Supervisor's Review", to send the application to the listed supervisor for approval.

Set status

Enter a comment about the status change (optional).

Supervisor's Review

Need Info (by supervisor)

Compliance Review

Cancel   Done

Supervisor- Select "Need Info (by supervisor) to return the application to the student for revisions.

Form Part 1 *	Form Part 2	Declaration	Review

Comments by Compliance Officer

The "Review Tab" has a text field where supervisors can leave comments for the student. These comments will not be reviewed by the REB and are intended for the supervisor and student only.

Set status

Enter a comment about the status change (optional).

Supervisor's Review

Need Info (by supervisor)

Compliance Review

Cancel   Done

Supervisor - Complete the "Declaration by Supervisor" on the "Declaration Tab".

Form Part 1 *	Form Part 2	Declaration	Review

Declaration by Supervisor

I confirm that the information provided in this application is complete and correct.
☐

I accept responsibility for the ethical conduct of this project and for the protection of the rights and welfare of the human participants who are directly or indirectly involved in this project.
☐

Supervisor - Select "Compliance Review" to submit the application and begin the review process.

Applications Completed by a Primary Contact (who is not the PI)

For applications with a Primary Contact completing the application, follow the instructions starting here. Once the "Declaration" section is reached, notify the PI and ask that they login to Converis and navigate to the "Declaration" tab to complete the workflow from this point forward. The PI must complete the declaration and submit the application for review.

THE REVIEW PROCESS

- After "Compliance Review" is selected, the Research Ethics review process begins. Check the status of your application at any time by selecting "REB" followed by "REB Application" in the left hand navigation bar. The status of the application will be shown on the right.

Notice of Ethical Review (NER)

- After the application has undergone review by the Research Ethics Board, the Primary Investigator (and Supervisor when the PI is a student) will receive an email indicating that changes are required based on the comments by the reviewers. The email will instruct the applicant to login to Converis to see the reviewer comments, or (NER). Researchers can also see the status of the application from the Dashboard.

- Click on "View/Edit to open the application.

- Click on the "Review" tab

NER comment *

	File Name	Created on	Description	
W	NER 2022-05-16 2022-060.docx		NER 2022-05-16 14/1024	🗑

- Click on the W ”to open the Notice of Ethical Review.

What should Firefox do with this file?

https://uregina-1
/6912288/

- ⦿ Open with Word (desktop) (default) ⌄
- ◯ Save File
- ☐ Do this automatically for files like this from now on.

OK   Cancel
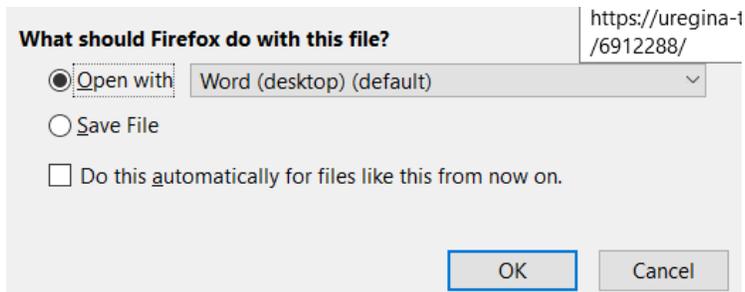
- Select "Open with" and select "Word" or your preferred document editing software.
- Respond to each of the comments in the Notice of Ethical Review (NER) within the word document and save the document on your computer. When the response is complete and any other documents have been revised (consent forms, recruitment materials etc) upload the NER Response and all revised documents.
- At this state the Principal Investigator has read access to the fields in Part 1 and Part 2 of the application. All changes must be reflected in the response to the NER and or the revised appendices uploaded with the NER. You cannot change the original application.

NER Response *

Download NER comment and upload with response.

📁

- Click on the folder to upload the response to the Notice of Ethical Review (NER).

File Upload   ✕

← → ⌄ ↑ 📁 « ORS Home › Converis › Ethics Module › Manuals › Manual Dummy Docs   ⌄ ↻   🔍 Search Manual Dummy Docs

Organize ▾   New folder

	Name	Date modified	Type
🖥 Desktop			
📄 Documents	W NER Response 2022	07/28/2022 11:57 AM	Microsoft Word D...
⬇ Downloads			
🎵 Music			
🖼 Pictures			

File name: | ⌄ All Files   ⌄

Open   Cancel
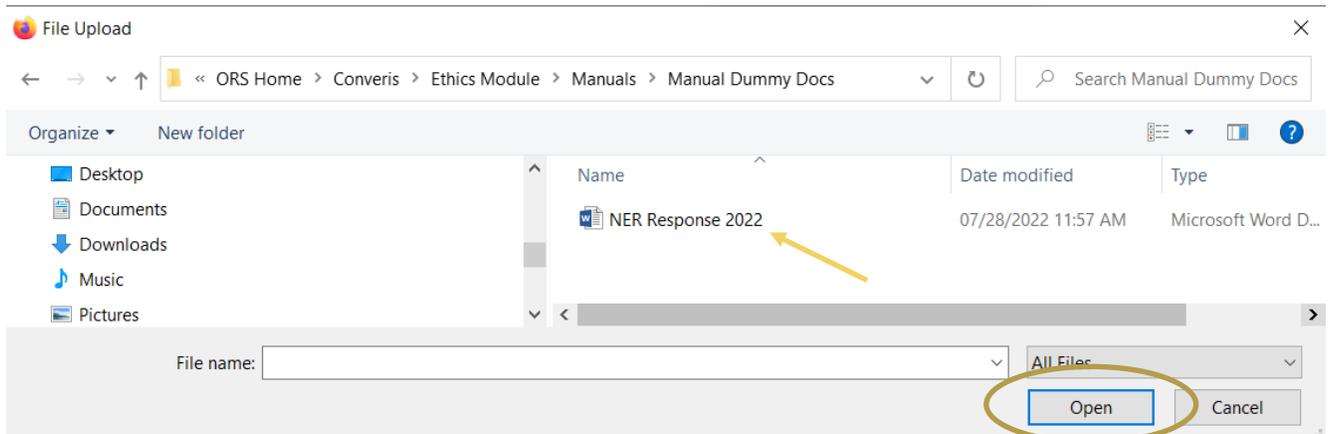
- Click on the document to select the response to the Notice of Ethical Review (NER) and click on "Open.

NER Response *

Download NER comment and upload with response.

	File Name	Created on	Description	
W	NER Response 2022.docx		0/1024	🗑

- Additional documents can be attached under "Revised Documents" using the same process (e.g updated consent forms, recruitment materials, surveys etc.).

Revised Documents

Upload all revised/finalized documents.

- Click on "Save" after you have uploaded documents.

Set status

Enter a comment about the status change (optional).

NER Response Required

REB Chair's NER Review

Cancel   Done

- Select "NER Response required" if you wish to make further changes and submit at a later time.

- Once all the revised materials have been uploaded and you are ready to submit your responses, click on "Save and Close"

Cancel   Save   Save & close

- Select "REB Chair's NER Review" to submit the responses to the REB Chair for review.

Application with a Student Principal Investigator

Once the NER response and all the revised materials have been uploaded (as above) and you are ready to submit your responses, click on "Save and Close"

Cancel   Save   Save & close

Set status

Please change the status first to enable the comment field.

NER Response Required

Supervisor's Review

Cancel | Done

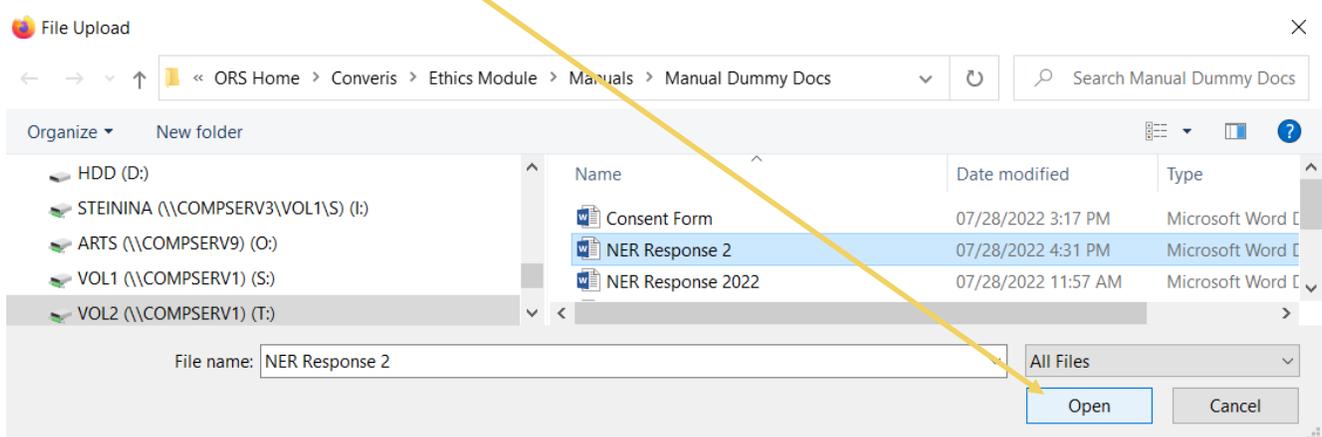PI (Student) - Select "Supervisor's Review" to send the NER Response to the listed supervisor for approval.

Set status

Enter a comment about the status change (optional).

Supervisor's Review

Need Info (by supervisor)

REB Chair's NER Review

Cancel | Done

Supervisor- Select "Need Info (by supervisor) to return the application and NER Response to the student for revisions.

Set status

Enter a comment about the status change (optional).

Supervisor's Review

Need Info (by supervisor)

REB Chair's NER Review

Cancel | Done

Supervisor - Select "REB Chair's NER Review" to submit the application and begin the review process.

For any additional iterations of NER's follow the above [instructions](#) (starting on Page 40) attaching the NER Response and Revised Documents in the same place as the previous NER.

Select the file and click on "Open".

APPROVAL

- When the Application is approved the Principal Investigator (and Supervisor if the PI is a student) will receive an automatic email from Converis indicating that the application is approved. This will serve as the certificate of approval.

- You can also see the status of the application on the Dashboard by clicking on "REB" and "REB Application"

CREATING A PDF OF THE APPLICATION

Click on the hyperlink title to see the full application questions and responses. Links to any uploaded documents (appendices) will be included.
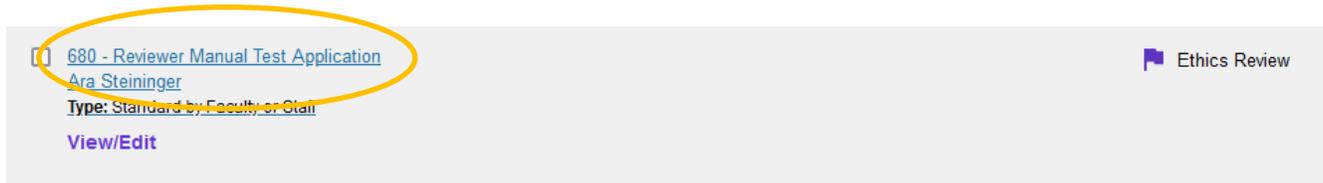
- Click on Create PDF on the top right to create a PDF of the entire application.
- The PDF will include links to any uploaded documents from the application.

RENEWALS

Under Development

AMENDMENTS

Under Development

# CLOSURE

Under Development

FREQUENTLY ASKED QUESTIONS

How do I log into Converis?

- You Log on to Converis using your Novell credentials. More detailed instructions are found here.

How do I log into Converis if I am external to the UofR?

- External users must use the Converis link and login credentials from the e-mail provided when their account was created. The link provided in training materials and website will not work as community members do not have single sign on access.

How do I upload a document?
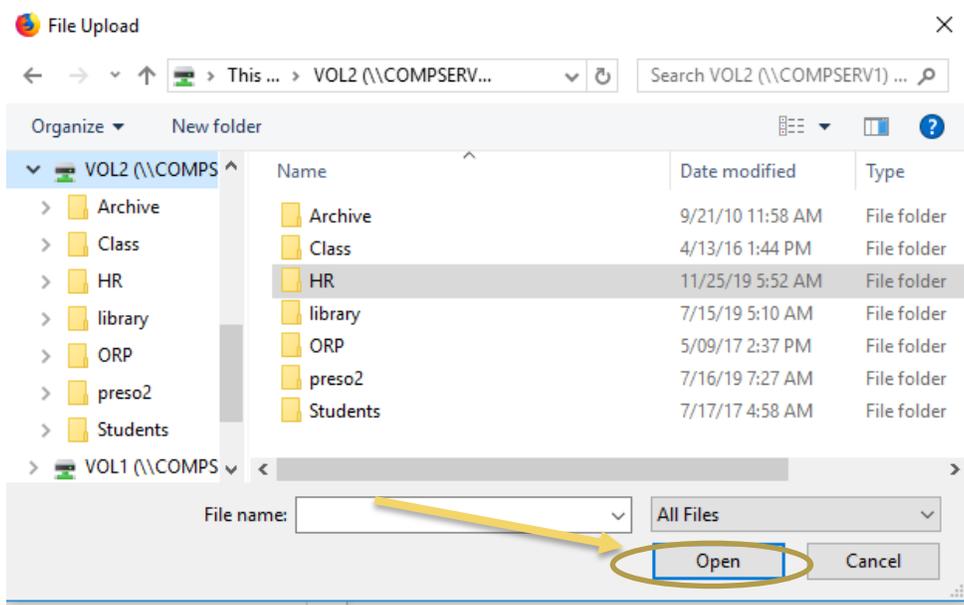
What types of files can be uploaded to the system?

- For documents, Converis supports: doc, ppt, xls, docx, pptx, xlsx, pdf, ps, rtf, txt, png, jpg, jpeg.
- For images, Converis supports: png, jpg, jpeg, gif.
- If you wish to upload a video file, such as mp3, we suggest, copying and pasting it into a MS Word document and uploading it that way.

What is the maximum file size accepted for files uploaded to Converis?

- An individual file may not exceed 200 MB in file size. However, there is no limit to the numbers of files that can be uploaded.

Is there a maximum amount of characters that can be typed in a text box?

- Some text fields have a maximum number of characters reflected in the bottom right corner. If you find this amount too small, please upload an attachment for the relevant section or at the end of Form Part 2.

Where can I fund information regarding specific questions on the form, or how to address them.

- The Guidance Notes document has been revised to accompany the new Converis Research Ethics Applications "Standard by Student and Standard by Faculty"

What if I am submitting an application type different than Standard.

- Guidance Notes for each application type are under development, however, the general instructions remain the same.

I need to submit a renewal or amendment for a project that is not in Converis, how do I do this?

- Please continue to submit the renewal and amendment forms, the renewal and amendment sections of Converis are still under development.

When I try to move to a different tab, or save the application it pushes me back to a text box?

- If you have copy and pasted text from a document with hidden formatting you may not be able to proceed to the next tab or submit your application. Converis will take you back to the text field with the hidden text. Delete the spaces between lines or copy the text to notepad (not word) and past it back in. If this does not work, delete and retype the text.

I have competed the form but am not able to complete the declaration tab.

- If the same person is listed as both the Principle Investigator and the Primary Contact, delete the Primary Contact. The Primary Contact field is only to be used if it is someone other than the Primary Investigator.

I need to attach multiple documents in a field.

- Converis allows multiple documents to be attached. Select those you wish to attach, click on save This step can be repeated until all documents are attached.

I need to attach multiple documents in a field.

- Converis allows multiple documents to be attached. Select those you wish to attach, click on save This step can be repeated until all documents are attached.

How do I provide edit privileges to member(s) of the research team so that we can work collaboratively on the application?

- You can list multiple PIs or Primary Contacts on the REB Application. Anyone listed in these fields will be able to edit the application. However, only one person can be in the application at one time. Caution should be used as one person could overwrite the others work, and all parties should review the final draft to see the final submission.