

# Getting Started...

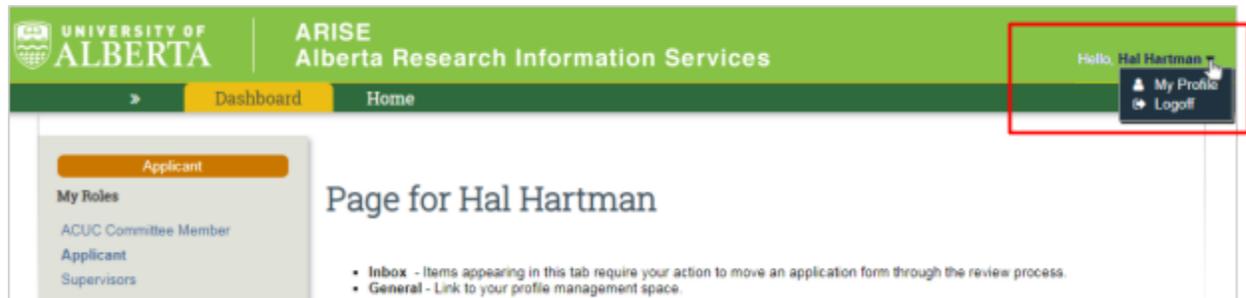
## Human Research Applicants

The following outlines the process for University of Alberta Faculty and Staff to obtain access to the online system and submit your ethics application for human participant research to a REB. Staff who will function as the study coordinator/research assistant on the study (for a Faculty PI), whether employed by UAlberta or not, should follow the instructions below for “Study Coordinator/Research Assistant”.

### University of Alberta Faculty Members:

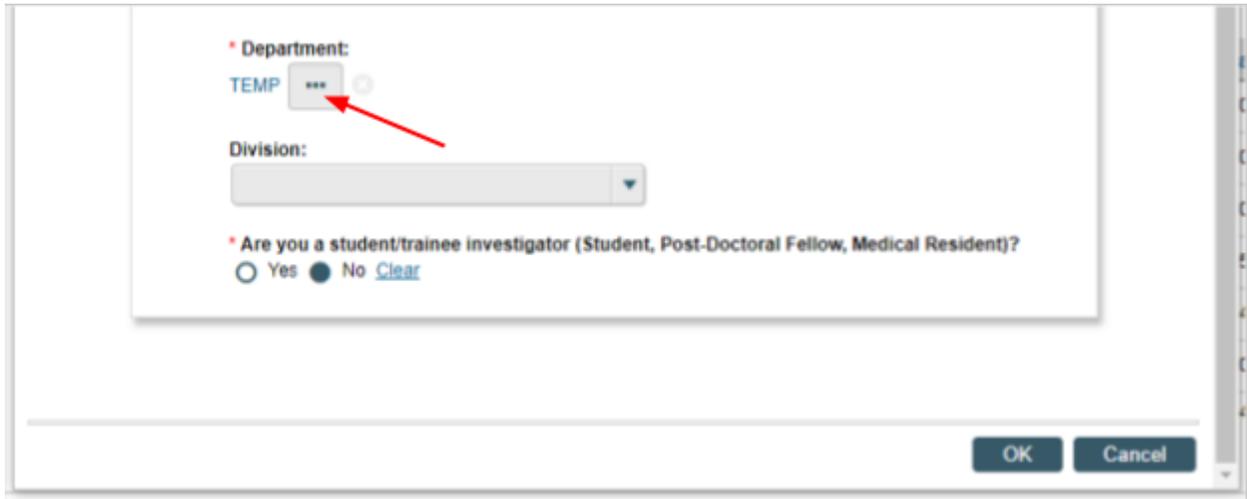
You will automatically be given the “REB Principal/Co-Investigator” role and the “Supervisor” role in the online system if you are a University of Alberta faculty member. However, **you will need to update your department in the system** per the following instructions. A help video of the instructions is also available [here](#).

1. Log into the online system using your CCID and password.
2. Click on your name, located in the top right corner of the screen, and select *My Profile*.

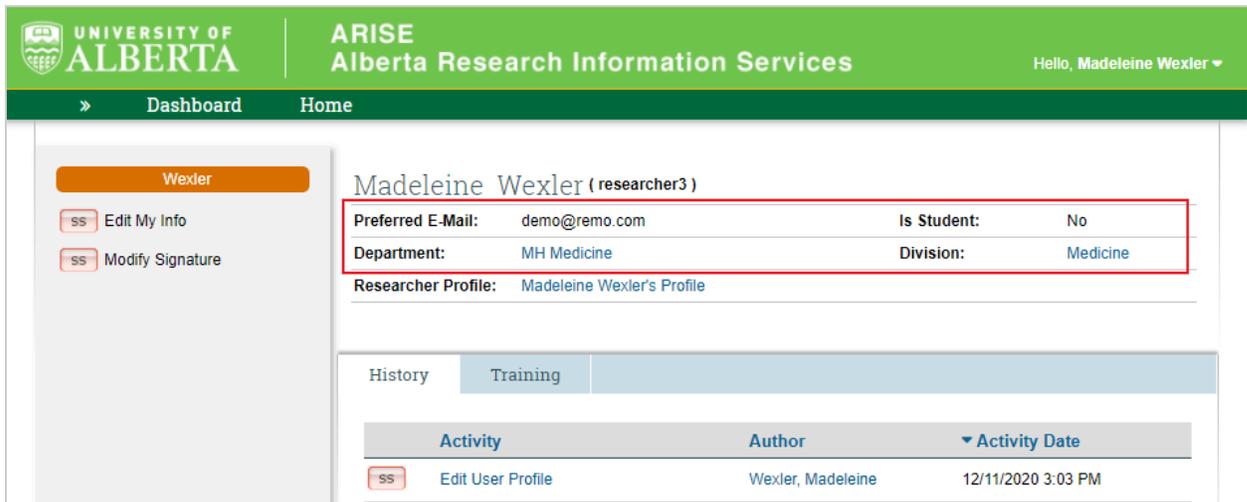


3. On the left side of the screen, click *Edit My Info*.

4. Scroll down to the Department section and click on the box with the three dots in it.



5. Find and select your Department and click *OK*. For example: MH Medicine; SC Biological Sciences, NU Nursing, etc.
6. If applicable, select your Division.
7. Answer the last question: "Are you a student/trainee investigator?". Faculty members should select *No*.
8. Click *OK*. Your Department has been set and is shown on the page:



UNIVERSITY OF ALBERTA | **ARISE** Alberta Research Information Services | Hello, Madeleine Wexler

> Dashboard Home

**Wexler**

- Edit My Info
- Modify Signature

**Madeleine Wexler** (researcher3)

Preferred E-Mail:	demo@remo.com	Is Student:	No
Department:	MH Medicine	Division:	Medicine

Researcher Profile: [Madeleine Wexler's Profile](#)

History Training

Activity	Author	Activity Date
<a href="#">Edit User Profile</a>	Wexler, Madeleine	12/11/2020 3:03 PM

9. Click *Dashboard* to return to your ARISE main page.
10. With the "Principal Investigator" role, you can:
  - Be listed as either the PI (Principle Investigator) or the Co-I (Co-Investigator) in any application.

- Select the  button to create a new application.

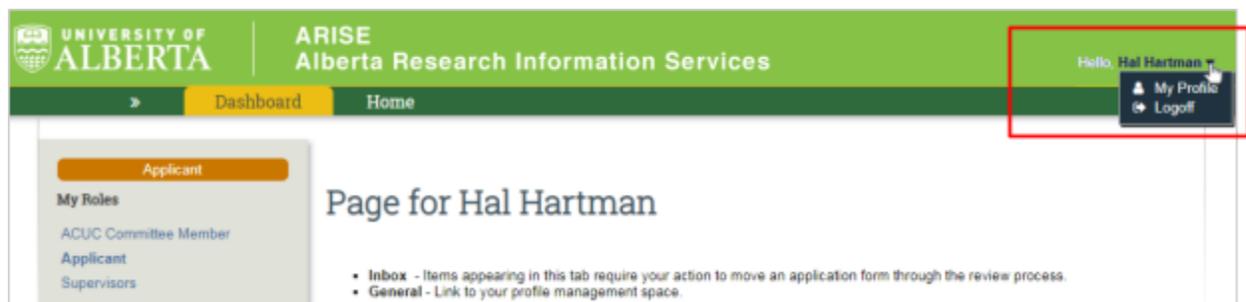
11. With the “Supervisor” role, you can:

- Be listed as Supervisor on a student’s ethics application.
- Review and approve an application when the student submits it, before it goes to the REB for review. [See “How to – Supervisor Approval”](#).

## Study Coordinator/Research Assistant:

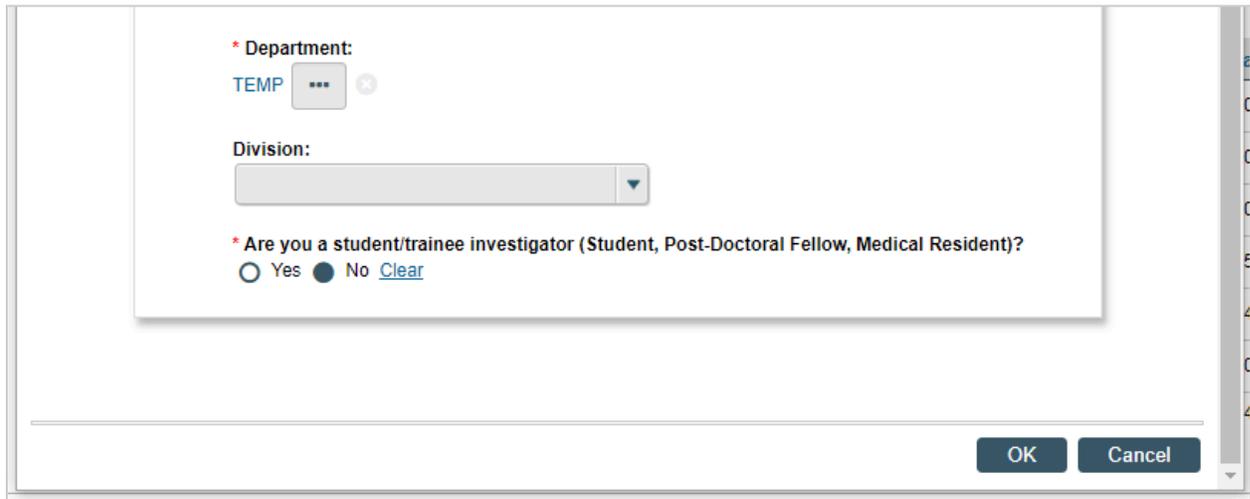
If you are being added to an ethics application as a Study Coordinator/Research Assistant, you will automatically be given the “Study Coordinator” role when you are added to the application. However, **you will need to update your department in the system** per the following instructions (best to do this *before* being added to an application). A help video of the instructions is also available [here](#).

1. Log into the online system using your CCID and password - the same one you use to log into your UAlberta email.
2. Click on your name, located in the top right corner of the screen, and select *My Profile*.



3. On the left side of the screen, click *Edit My Info*.

4. Scroll down to the Department section and click on the box with the three dots in it.

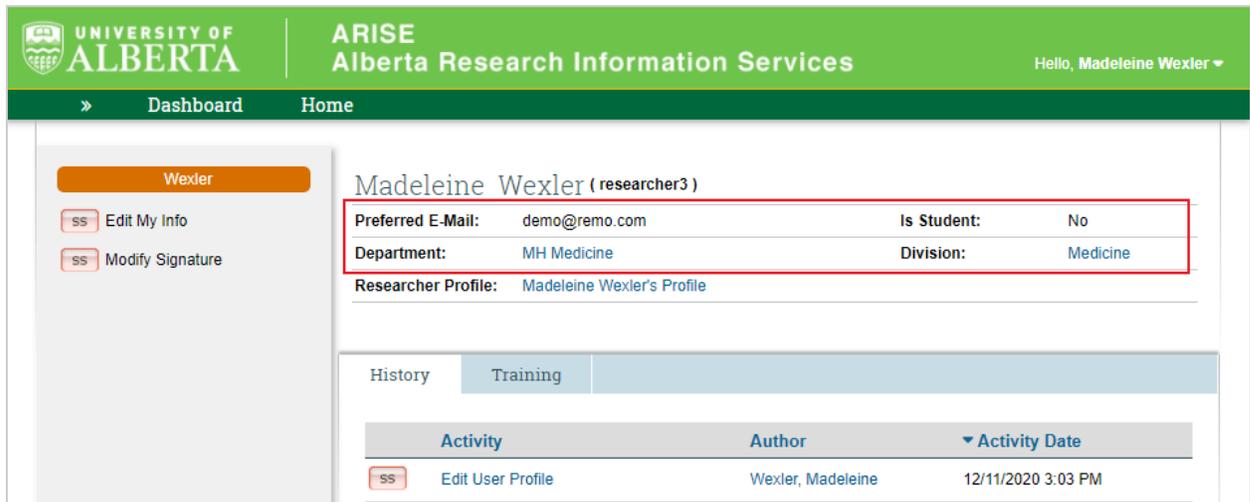


\* Department:  
 TEMP ...

Division:

\* Are you a student/trainee investigator (Student, Post-Doctoral Fellow, Medical Resident)?  
 Yes  No [Clear](#)

5. Find and select your Department and click *OK*. For example: MH Medicine; SC Biological Sciences, NU Nursing, etc.
6. If applicable, select your Division.
7. Answer the last question: "Are you a student/trainee investigator?". Students, post-doctoral fellows, and medical residents should select Yes.
8. Click *OK*. Your Department has been set and is shown on the page:



UNIVERSITY OF ALBERTA | **ARISE** Alberta Research Information Services | Hello, Madeleine Wexler

> Dashboard Home

**Wexler**

**Madeleine Wexler (researcher3)**

Preferred E-Mail:	demo@remo.com	Is Student:	No
Department:	MH Medicine	Division:	Medicine

Researcher Profile: [Madeleine Wexler's Profile](#)

History Training

Activity	Author	Activity Date
<input type="button" value="Edit User Profile"/>	Wexler, Madeleine	12/11/2020 3:03 PM

9. Click *Dashboard* to return to your ARISE main page.
10. With the "Study Coordinator" role, you can:
  - View and edit the application, and receive notifications regarding it once you are listed as the study coordinator on the application.

- Start a new application on behalf of a PI and be listed on a new ethics application as study coordinator
- Be listed on an existing application(s) by using the "Change Personnel" function in the application. If needed, [see "Change Personnel" to add/delete/change personnel.](#)

## Troubleshooting:

Study Coordinators: If you are being added to an ethics application but your name is not showing up on the drop-down menu, it could be caused by one of these issues: a) you do not have an active CCID, b) you have never logged in to the system, or c) you do not have the required role in the system.

- a) If you do not have an active CCID, contact [reoffice@ualberta.ca](mailto:reoffice@ualberta.ca).
- b) If you have never logged in to the system, your profile in the system is not yet active. Log in with your CCID and password, and complete the steps above to update your profile.
- c) If you have tried the steps above, and the PI or other study staff already named on the application cannot find your name in the drop-down menu in the application, then you do not have the required role. You will need to "Request an additional role" in the system ([help video link](#)):
  - i. Log into the online system and click  to request a "Human Research - Study Coordinator" role.
  - ii. Scroll down to the bottom and select the "Human Research - Principal Investigator/Co-investigator" role, then click *Continue* to move to the second page.
  - iii. On the second page, answer the four questions. For #3, ensure your Department is correct, or select accordingly.
  - iv. Click *Continue* and you will exit the form.
  - v. Click  on the left, then click *OK* to complete the request. You will receive a message right away that the role has been granted.\*

### \* Notes:

- If you receive a "rejected" message when requesting a role, contact [reoffice@ualberta.ca](mailto:reoffice@ualberta.ca) and include a screenshot of the error.
- If you did not receive a granted message, *and* you do not see the Request Additional Role button on your Dashboard, then it is likely you have not

completed the request and it is in a “pre-submission” status. If this happens:

- a. Click on the General tab in your Dashboard.

The screenshot shows the 'Page for Madeleine Wexler' dashboard. The 'General' tab is selected and highlighted with a red box. Below the tabs, there is a 'My Profile' section and a 'My Requests' section. The 'My Requests' section contains a table with the following data:

ID	Name	Date Modified	State
REQ00007294	REQ - 12/16/2020 10:22:44 PM	12/16/2020 3:22 PM	Pre Submission

A red arrow points to the 'Name' column of the request, and a red dashed box highlights the 'State' column.

- b. Click on the role request that is in "pre-submission".
- c. Click *Edit Request* to finish the role request per the relevant instructions above (steps i-iii).
- d. Submit the request (step iv).

*If you have any difficulties with the processes outlined above, please contact the Research Ethics Office by email ([reoffice@ualberta.ca](mailto:reoffice@ualberta.ca)) or phone (780-492-0459).*