Getting Started…

External Researchers

The following outlines the process for external researchers to obtain access to the online system and submit your ethics application. You will also need to upload a current CV/resume into the Documents section of your ethics application.

Procedure:

1. You will need to request a University of Alberta CCID by completing the online "CCID Request Form" and submit it for processing. *It may take 1-2 business days after you change the temporary password assigned to your CCID before you can log in to the online system (this process is not under the control of REO or the online system).*

2. Once you have your CCID, log into the online system and click
   Request Additional Roles to request a "REB Principal/Co-Investigator" role.
   a. Scroll down to the bottom and select the "REB Principal/Co-Investigator" role, then click *Continue* to move to the second page.
   b. On the second page, answer the four questions:
      #1.0, "Are you a student?" - select *No* (even if you are a student).
      #2.0, describe your role.
      #3.0, set the Department/Employer to "VPRI Research Ethics Office".
      #4.0, leave blank.
   c. Click *Continue* and you will exit the form.
   d. Click **✓ Submit Request** on the left, then click *OK* to complete the request. You will receive a message right away that the role has been granted. If not, see Troubleshooting.

   A help video detailing this process can be found here.

3. The ARISE system sends system-generated notifications to inform applicants when an application moves through the review process (ie. when it is sent back to you for changes, when it is approved, when a renewal is due, etc). The notifications will go to the @ualberta.ca email address associated with your UofA CCID but you can (and should) redirect them to your preferred email address. To change your preferred email address:
   a. Log into ARISE.

    b. Click on your name (top right corner of the screen).

    c. Click on My Profile.

    d. Click on Edit My Info (on the left side of the screen).

    e. Enter your preferred email address in the Email field.

    f. Click OK to submit the change and exit the form.

4. To start your application, click the ⊞ **New Human Study** button located on your Dashboard.

    a. In Section 1.1 (5.0), list yourself as the Principal Investigator.

    b. In Section 1.1 (6.0), set the Type of research/study to "External Researcher".

    c. In the Documents section of the application, upload the following documents:

        i. A current copy of your CV/resume

        ii. Ethics application from your home institution

        iii. REB approval letter from your home institution

        iv. Approved consent documents (if applicable)

        v. Any other documentation that formed part of the ethics application at your home institution

5. When the application is complete, *Save* and *Exit* the application. Click *Submit Study* on the left when you are ready to submit your ethics application for review.

    a. **Note**: Ethics approval from your home institution should be obtained BEFORE submitting to REB.

Troubleshooting:

1. If you receive a "rejected" message when requesting a role, contact reoffice@ualberta.ca and include a screenshot of the error.

2. 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.

b. Click on the role request that is in "pre-submission".
c. Click *Edit Request* to finish the role request per the relevant instructions noted in #2 above.
d. Submit the request.
e. If needed, this help video will show you how to request an additional role.

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