


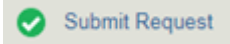
# Getting Started...

## Royal Roads University Researchers

REB 3 (HREB - Health Panel) is the designated Research Ethics Board (REB) to review applications from researchers enrolled at Royal Roads University who will be conducting research under the jurisdiction (ie. accessing patients, staff and/or their data) of the University of Alberta, Alberta Health Services (province-wide) or Covenant Health (province-wide) as part of their research.

The following outlines the process for Royal Roads University researchers to obtain access to the online system and submit your ethics application to REB 3.

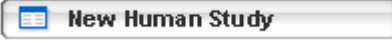
### Procedure:

1. If you do not have a valid (active) University of Alberta CCID, complete 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  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*.
    - #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  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, then 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 button  from 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. Leave Section 1.1 (8.0) blank. There is no need to list your Royal Roads academic supervisor in the application.
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.

### Note:

1. Ethics approval from Royal Roads should be obtained BEFORE submitting to REB 3.
2. In the Documentation section of the application, upload the following documents:
  - a. Royal Roads ethics application
  - b. Royal Roads REB Approval letter
  - c. Approved consent documents (if applicable)
  - d. Any other documentation that formed part of the Royal Roads ethics application

### Troubleshooting:

1. 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.

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.



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

Dashboard Home

**Applicant**

**My Roles**  
 Applicant

New Human Study  
 New Study From OnCore  
 New Animal Study  
 New Incident Report

**Activity Newsfeed**  
 No activity details to display.  
 Create Incident Report

**Page for Madeleine Wexler**

- Inbox** - Items appearing in this tab require your action to move an application form through the review process.
- General** - Link to your profile management space.

Inbox Human Animal COI Incidents **General** ...

Link to view or edit your personal settings.

**My Profile**

Name	Status
Madeleine Wexler's Profile	Active

**My Requests**

Filter by ID Enter text to search for + Add Filter x Clear All

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

1 items < page 1 of 1 > 10 / page

- 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](mailto:reoffice@ualberta.ca)) or phone (780-492-0459).