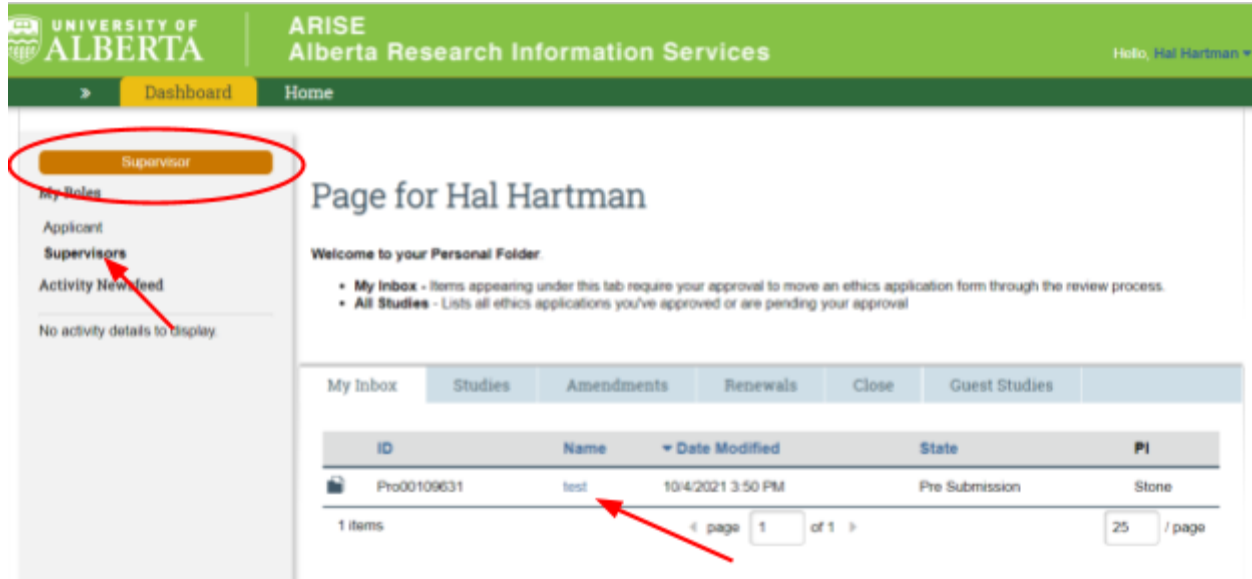# How To…

Supervisor Review

An application submitted by student Principal Investigators must be reviewed and approved by their Academic Supervisor, within the online system, before it is submitted by the student PI to the REB.

Important Notes for Supervisors:

- You will be able to see and edit your student's application once your student creates the application in the online system (ie. once it is in the "pre-submission" state).
- You must be in your supervisor "role" in the online system to see your student's application (see below).

Procedure:

1. When your student creates their ethics application, you will receive an email notification that "You have been named as a Supervisor on Ethics Application Pro000XXXXX".

2. There are 2 ways to access the application:
   a. Within the email, click on the application ID link (Pro000XXXXX), which will take you to the online ethics application.
   or
   b. Log in to the online system directly and find the application under the "Studies" tab in your Dashboard.

3. If you log in to the online system directly, make sure you are working in your Supervisor role (ie. you may need to click on the word "Supervisors"). Click on the application's name to open it.

4. To view and/or make changes to the application, click "Edit Study", then use the "Continue" button to move through the application.

5. When the application is ready to be submitted, the student will have a button to submit the study for review.

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