



## **Change Funding on Human Study**

This guidance will outline how to change, add, or delete a funding source listed on an *approved* Human Study application. After an application is approved, changes related to the funding of the study must be done through the "Change Funding" button found under "My Activities" and *not* via an amendment.

## **Procedure:**

- 1. Open the study application that requires a change of funding information.
- 2. Under "My Activities", click "Change Funding".

ARISE ARISE Alberta Research Information Services								
» Dashboard	l Home	2						
Current State Approved View Study Printer Version View Differences My Activities S Change Personnel	Study:tes Description: Principal Inves Expiration Dat REB:	St (Pro00086548) Test Applic. tigator: Hal Superv e: Friday, Jan Health Res	ation isor uary 31, 2020 earch Ethics Board - Hea	lth Panel		REB Coordinator: Letter of Approval: Legacy Study #:	Kimberley Kordov View	
SS Change Funding								
ss Add-Edit Related Studies	History	Renewals	Amendments	Documents	Change Log	Related Studies		
ss Copy Study	Activity			Author	Author + Activ		vity Date	
ss Edit Guest List	SS (	Copied Study		Lo, Patricia		2/28/20	019 9:46 AM	
Send Email to REB Coordinator	New Copy Pr	o00086559: Test for Copied Study	Hall Hartman	Lo, Patricia		2/27/20	019 8:44 AM	
Create	New Copy Pr	o00086558; Test Stu	udent Study					
Create Amendment	SS (	Change Personnel		Kordov, Kimb	perley	2/27/20	019 8:43 AM	
Create Closing Report	SS (	Change Personnel		Supervisor, H	Hal	2/27/20	019 8:41 AM	
(Approved)	Withdrawn	AA Completed		Supervisor, H	Hal	2/27/20	019 8:41 AM	
	(i) F	AA Opened		Supervisor, h	fal	2/21/20	019 9:30 AM	



- 3. You can revise the details related to the funding associated with your study, for example:
  - Change from unfunded to funded.
  - Add a new type of funding.
  - Indicate which office administers your funding.
  - Add or delete a funding source.
  - Link a RES number to your approved study (RSO-managed funds only) see Step 4.

1.0	is the proposed research:
	Funded (Grant, subgrant, contract, internal funds, donation or some other source of funding)
	Outrunee
2.0	Type of Funding:
	Grant (external)
	Contract (eg. commetcial, models), For provint industry, etc.)
	Service Agreement (Funder pays for specific services, e.g. animal testing)
	other
_	If OTHER provide details
3.0	motate which once administers your award, it is the Fristeponsionity to provide enrice approval notification to any once other than the ones issue below)     Outpression of the research Services Office (FSO)
	Alberta Health Services (NACTRC)
	O Covenant Health (including institute for Reconstructive Sciences in Medicine-IRSM)
	O other
_	Cléar
	If OTHER, provide details:
_	
4.0	Fundina Source
	4.1 Select all sources of funding from the list below:
	AUUVIE ADOVIE
	4.2 if your source of funding is not available in the list above, click "Add" below and write the \$\$ Sonsor/Agency name(s) in the free text box that pops up. (Note: You may reflect multiple sources of funding by continuing to click "Add" to add seach additional source of funding).
	+ Add
	There are no Items to display
5.0	Indicate if this research sponsored or monitored by any of the following:
	US Department of Health and Human Services (DHHS)
	US National Cancer Institute (NIT)
	US Frond and Drug Administration (FDA)
	US Office of Human Research Protection (OHRP)
	Vot applicable
	Other
	If applicable, indicate whether or not the FDA investigational New Drug number or FDA investigational Device Exception is required:
	The researcher is responsible for ensuring that the study compiles with the applicable US
	regulations. The REB must also meet particular review orderia and this application will likely receive full board review, regardless of level risk.
6.0	To connect your sthics application with your funding: provide all identifying information about the study funding – multiple rows allowed. For Project ID, enter a Funding ID provided by RSOPeopleSoft Project ID. (or example, RSSO0558, GO150340, C1500347), c1500347,
	( + Add
	Project ID Project Title Speed Code Other Information
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 RSO-managed funds are now populated in the application, so you can select the account associated with the Investigators listed on the application.
 To link a new RSO-managed source of funding with your approved ethics

-application, click the +Add button. Should you need to edit an existing funding, click the "Add" button to select the account and then delete the old funding (see Step 6). Do not use the "Update" button next to the funding to be revised.

regulations.	The REB must also meet pa	articular review criteria and this applica	The researcher is responsit tion will likely receive full board review	ble for ensuring that the study complies with the ; regardless of level risk.	applicable US			
To connect your ethics application with your funding: provide all identifying information about the study funding – multiple rows allowed. For Project ID, enter a Funding ID provided by R SO/PeopleSoft Project ID (for example, RES0005638, G018003401, C10000137, etc). Enter the corresponding title for each Project ID.								
$\sim$	Project ID	Project Title	Speed Code	Other Information				
a Upda	RES000000	Test Grant	74896		0			

5. When adding a new funding source, click to browse the list of RSO-managed funds associated with the PI and Co-I's listed on the application. Select the funding from the list and click OK.

Add HERO_Study_Type_Funding Information						
Provide additional information to assist RSO in matching the eth PeopleSoft. Enter some or all fields below as necessary.	nics approval for this a	pplication to th	e project record in			
PeopleSoft Project ID:						
	Select Grant Info					
ir you can't find your Peoplebolt Project ID above, please enter in	Filter by Project	UD V		Go	Clear	
Other Relevant information			( < <b>1-1</b> )	of 1 🕨 🖂		
	▲ Project_ID	Title	Program	Sponsor	Project Start Da	te Project End Date
	O D000000520	Research donations	Grad Studies Annually Funded S	MULTI SPONSOR	7/1/2005	3/31/2020
* Required			( < <b>1-1</b> )	of1 ⊧⊨		
						DK Cancel

If you cannot find RSO-managed funding from the list, e.g. Department administered start-up funding, enter the account number or speed code in the space below. Click OK. 6. To remove a listed RSO-managed funding from your approved ethics application, click the "X" button to the right of the funding source you wish to delete.

6.0	To connect your ethics application with y provided by R\$O/People\$oft Project ID ()	our funding: provide all identit br example, RES0005638, G018	tying information about the study fu 903401, C19900137, etc). Enter the c	inding – multiple rows allowed. For Project ID corresponding title for each Project ID.	, enter a Funding ID
	+ Add	Desired Title	Saved Cada	Otherstefermetice	
	C Update RESODODOD	Test Grant	74896	Other Information	<b>``</b> o
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Click "OK" to the following pop up message to confirm deletion:

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Change	Funding	remo.ualberta.ca says		
1.0	Is the proposed rese Funded (Grant, s	Are you sure you want to delete the selected	l itam?	
	O Unfunded Clear		OK Cancel	
2.0	Type of Funding: Grant (external) Contract (eg. C	ommercial, industry, For-profit funding, etc)		
	Service Agreen	egi o antop note, rice, operational engineeri ent (Funder pays for specific services, e.g. animal testing)		
	If OTHER, provide d	etalle:		

7. Once you have entered all the updates on the page, click "OK" at the bottom of the form to submit the Change Funding request.

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4. re	.2 If your source of funding is not available to the sources of funding by c	llable in the list above, click "Add ontinuing to click "Add" to add er	" below and write the Sponsor/Age ach additional source of funding).	ncy name(s) in the free text pox that pops up. (No	te: You may
	+ Add			\ \	
	There are no items to display				
				<b>\</b>	
In	idicate if this research sponsored or m	nonitored by any of the following:		<b>\</b>	
- (	US Department of Health and Huma	in Services (DHHS)		\ \	
(	US National Institutes of Health (NIF)	1)		<b>\</b>	
(	US National Cancer Institute (NCI)			\ \	
(	US Food and Drug Administration (F	DA)		\ \	
(	US Office of Human Research Prote	sction (OHRP)		· · · · · · · · · · · · · · · · · · ·	
- 1	Not applicable				
(	Other				
	applicable indicate whether or not th	e EDA Investigational New Drug n	umber or EDA Investigational Devic	e Exception is required:	
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	winters The CCC must size must and			a second as at least state	
76	guiations. The RED must also meet part	cular review criteria and this applica	sion will likely receive full board review	, regardress of rever risk.	
	o connect your othics application with	your funding: provide all identify	ing information about the study fur	ding - multiple rows allowed. For Project ID, enter	a Sunding ID
p	rovided by RSO/PeopleSoft Project ID	(for example, RES0005638, G0180	03401, C19900137, etc). Enter the co	prresponding title for each Project ID.	a Funding D
	+ Add				
	Project ID	Project Title	Speed Code	Other Information	
	K Undate RES000000	Test Grant			
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8. The application history will reflect that the Change Funding activity has been completed. You can also check Sections 1.3 and 1.4 in "View Study".

ALBERTA	ARISE Alberta	Research	Information	Services				Hello, Hal Hartman 🔫
» Dashboa	ard Ho	ome						
Current State	Study:ter	( Pro00086548 )						
View Study	Description:	Test Applica	tion					
Printer Version	Principal Investigator:	Hal Supervi	sor			REB Coordin	nator: Kimberley Kordov	
View Differences	Expiration Date	e: Friday, Janu	ary 31, 2020			Letter of Ap	proval: View	
My Activities	REB: Health Research Ethics Board - Hea			alth Panel Legacy Study #:				
ss Change Personnel								
ss Change Funding								
ss Add-Edit Related Studies	Uistory	Poperrala	Amondmonto	Decumente	Change Log	Polated Studios		
ss Copy Study	HISTOLY	Reliewals	Amenuments	Documents	Change Log	Related Studies		
ss Edit Email List		Activity		Author		<b>▼</b> A	ctivity Date	
ss Edit Guest List	SS	Change Funding		Supervisor, Hal		2/28	/2019 2:16 PM	$\sim$
Send Email to REB Coordinator	SS	Change Personnel		Supervisor, Hal		2/28	/2019 10:43 AM	
Create	SS	Copied Study		Lo, Patricia		2/28	/2019 9:46 AM	
Create Amendment	New Copy Pre	000086559: Test for	Hall Hartman					
Create Renewal	SS	Copied Study		Lo, Patricia		2/27	/2019 8:44 AM	

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