

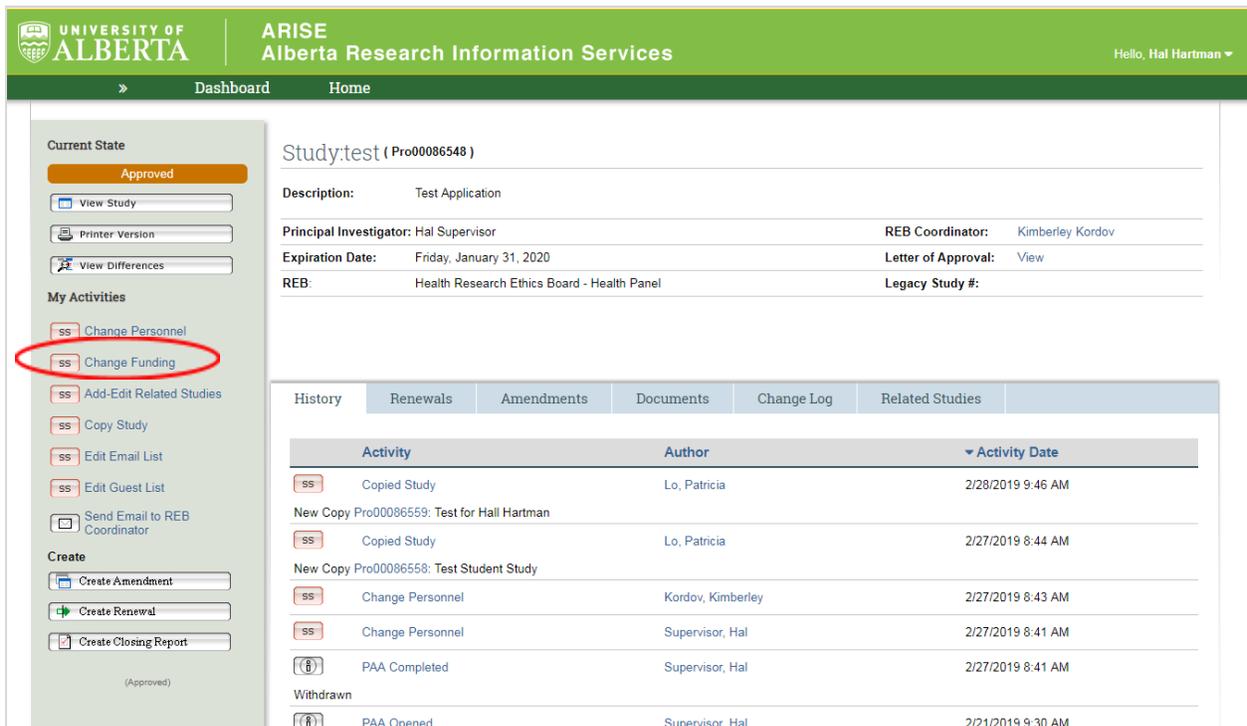
How To...

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”.



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Dashboard Home

Current State: **Approved**

View Study | Printer Version | View Differences

My Activities

- Change Personnel
- Change Funding**
- Add-Edit Related Studies
- Copy Study
- Edit Email List
- Edit Guest List
- Send Email to REB Coordinator

Create

- Create Amendment
- Create Renewal
- Create Closing Report

(Approved)

Study:test (Pro00086548)

Description: Test Application

Principal Investigator: Hal Supervisor | REB Coordinator: Kimberley Kordov

Expiration Date: Friday, January 31, 2020 | Letter of Approval: View

REB: Health Research Ethics Board - Health Panel | Legacy Study #:

| History | Renewals | Amendments | Documents | Change Log | Related Studies |
|---|-------------------|-------------------|-----------|------------|-----------------|
| Activity | Author | Activity Date | | | |
| Copied Study | Lo, Patricia | 2/28/2019 9:46 AM | | | |
| New Copy Pro00086559: Test for Hall Hartman | | | | | |
| Copied Study | Lo, Patricia | 2/27/2019 8:44 AM | | | |
| New Copy Pro00086558: Test Student Study | | | | | |
| Change Personnel | Kordov, Kimberley | 2/27/2019 8:43 AM | | | |
| Change Personnel | Supervisor, Hal | 2/27/2019 8:41 AM | | | |
| PAA Completed | Supervisor, Hal | 2/27/2019 8:41 AM | | | |
| Withdrawn | | | | | |
| PAA Opened | Supervisor, Hal | 2/21/2019 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.

Change Funding

1.0 **Is the proposed research:**

Funded (Grant, subgrant, contract, internal funds, donation or some other source of funding)
 Unfunded

[Clear](#)

2.0 **Type of Funding:**

Grant (external)
 Contract (eg. Commercial, industry, For-profit funding, etc)
 Internal Funds (eg. Start-up funds, TLEF, Operational, etc)
 Service Agreement (Funder pays for specific services, e.g. animal testing)
 Other

IF OTHER, provide details:

3.0 **Indicate which office administers your award. (It is the PI's responsibility to provide ethics approval notification to any office other than the ones listed below)**

University of Alberta - Research Services Office (RSO)
 Alberta Health Services (NACTRC)
 Covenant Health (including Institute for Reconstructive Sciences in Medicine-IRSM)
 Other

[Clear](#)

IF OTHER, provide details:

4.0 **Funding Source**

4.1 **Select all sources of funding from the list below:**

AbbVie ABBVIE

4.2 **If your source of funding is not available in the list above, click "Add" below and write the Sponsor/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 each additional source of funding).**

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 Institutes of Health (NIH)
 US National Cancer Institute (NCI)
 US Food and Drug Administration (FDA)
 US Office of Human Research Protection (OHRP)
 Not 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 complies with the applicable US regulations. The RES must also meet particular review criteria and this application will likely receive full board review, regardless of level risk.

6.0 **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 RSO/PeopleSoft Project ID (for example, RES0005038, G018203401, C10000137, etc). Enter the corresponding title for each Project ID.**

| Project ID | Project Title | Speed Code | Other Information |
|-------------------------------|---------------|------------|-------------------|
| There are no items to display | | | |

- 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  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.

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 complies with the applicable US regulations. The RES must also meet particular review criteria and this application will likely receive full board review, regardless of level risk.

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 RSO/PeopleSoft Project ID (for example, RES0005038, G018003401, C10000137, etc). Enter the corresponding title for each Project ID.



| | Project ID | Project Title | Speed Code | Other Information |
|---|------------|---------------|------------|-------------------|
|  | RES0000000 | Test Grant | 74896 | |

- 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 ethics approval for this application to the project record in PeopleSoft. Enter some or all fields below as necessary.

PeopleSoft Project ID:

If you can't find your PeopleSoft Project ID above, please enter it in:

Other Relevant Information:

* Required

Select Grant Info

Filter by: Project_ID

| Project_ID | Title | Program | Sponsor | Project Start Date | Project End Date |
|----------------------------------|------------|--------------------|--|--------------------|------------------|
| <input checked="" type="radio"/> | D000000520 | Research donations | Grad Studies Annually Funded S SPONSOR | 7/1/2005 | 3/31/2020 |

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.

- 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 your funding: provide all identifying information about the study funding – multiple rows allowed. For Project ID, enter a Funding ID provided by RSO/PeopleSoft Project ID (for example, RES0005638, G018003401, C19000137, etc). Enter the corresponding title for each Project ID.

+ Add

| Project ID | Project Title | Speed Code | Other Information |
|------------|---------------|------------|-------------------|
| RES0000000 | Test Grant | 74896 | X |

Update

Click “OK” to the following pop up message to confirm deletion:

remo.ualberta.ca says

Are you sure you want to delete the selected item?

OK Cancel

1.0 Is the proposed research:

Funded (Grant, contract, etc.)

Unfunded

Clear

2.0 Type of Funding:

Grant (external)

Contract (eg. Commercial, Industry, For-profit funding, etc)

Internal Funds (eg. Start-up funds, TLEP, Operational, etc)

Service Agreement (Funder pays for specific services, e.g. animal testing)

Other

IF OTHER, provide details:

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

AbbVie ABBVIE

4.2 If your source of funding is not available in the list above, click “Add” below and write the Sponsor/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 each 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 Institutes of Health (NIH)

US National Cancer Institute (NCI)

US Food and Drug Administration (FDA)

US Office of Human Research Protection (OHRP)

Not 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 complies with the applicable US regulations. The REB must also meet particular review criteria and this application will likely receive full board review, regardless of level risk.

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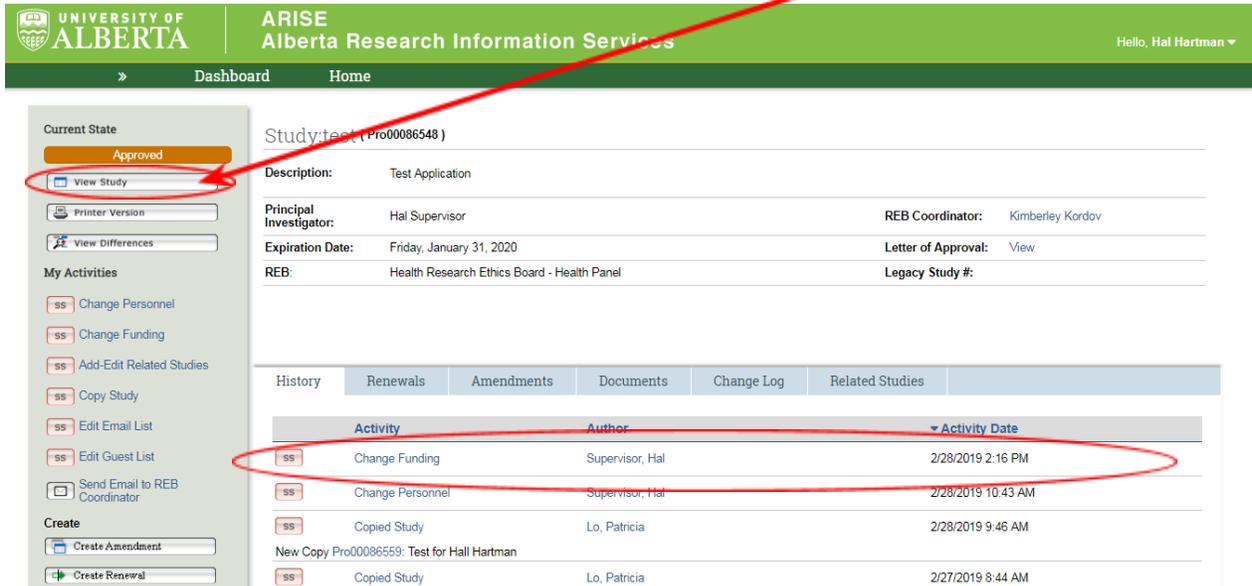
+ Add

| Project ID | Project Title | Speed Code | Other Information |
|------------|---------------|------------|-------------------|
| RES0000000 | Test Grant | | |

Update

OK Cancel

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”.



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Dashboard Home

Current State
 Approved
 View Study
 Printer Version
 View Differences

My Activities
 Change Personnel
 Change Funding
 Add-Edit Related Studies
 Copy Study
 Edit Email List
 Edit Guest List
 Send Email to REB Coordinator

Create
 Create Amendment
 Create Renewal

Studytest (Pro00086548)
 Description: Test Application
 Principal Investigator: Hal Supervisor | REB Coordinator: Kimberley Kordov
 Expiration Date: Friday, January 31, 2020 | Letter of Approval: View
 REB: Health Research Ethics Board - Health Panel | Legacy Study #:

| History | Renewals | Amendments | Documents | Change Log | Related Studies |
|--|-----------------|--------------------|-----------|------------|-----------------|
| Activity | Author | Activity Date | | | |
| Change Funding | Supervisor, Hal | 2/28/2019 2:16 PM | | | |
| Change Personnel | Supervisor, Hal | 2/28/2019 10:43 AM | | | |
| Copied Study | Lo, Patricia | 2/28/2019 9:46 AM | | | |
| New Copy Pro00086559: Test for Hal Hartman | | | | | |
| 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 (reoffice@ualberta.ca).