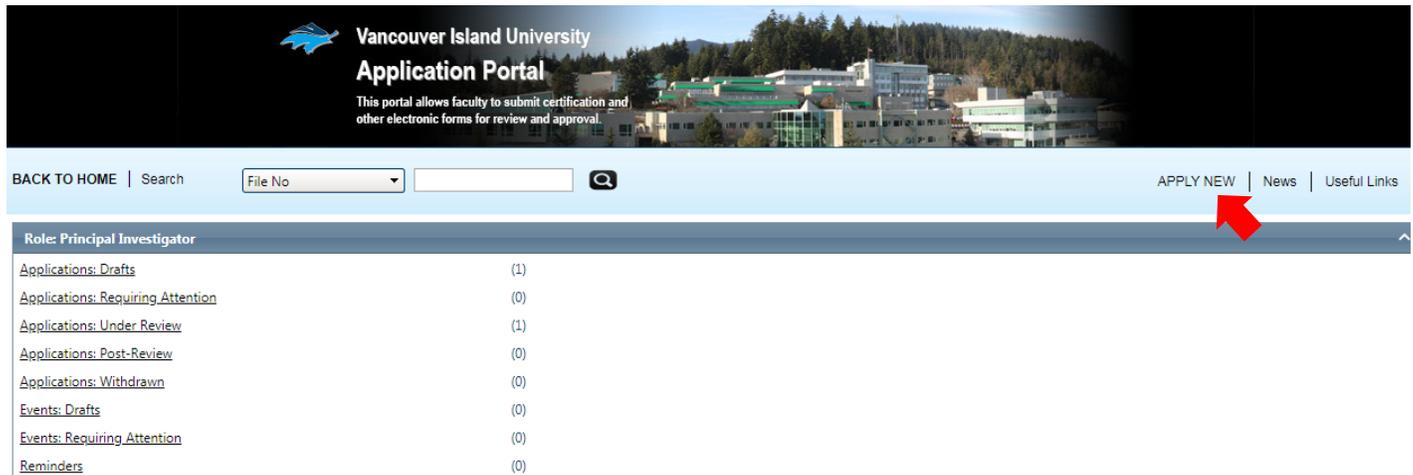


Guide for Submitting an REB Application for Ethical Review Using VIU's Researcher Portal

To complete an application for REB Ethical Review:

Login to the Romeo Researcher portal using your email address and password. Please refer to the [Registration section](#) of VIU's ROMEIO webpage for further information on how to obtain an ROMEIO Researcher Portal account.

1. On the Home Screen, click on "APPLY NEW."



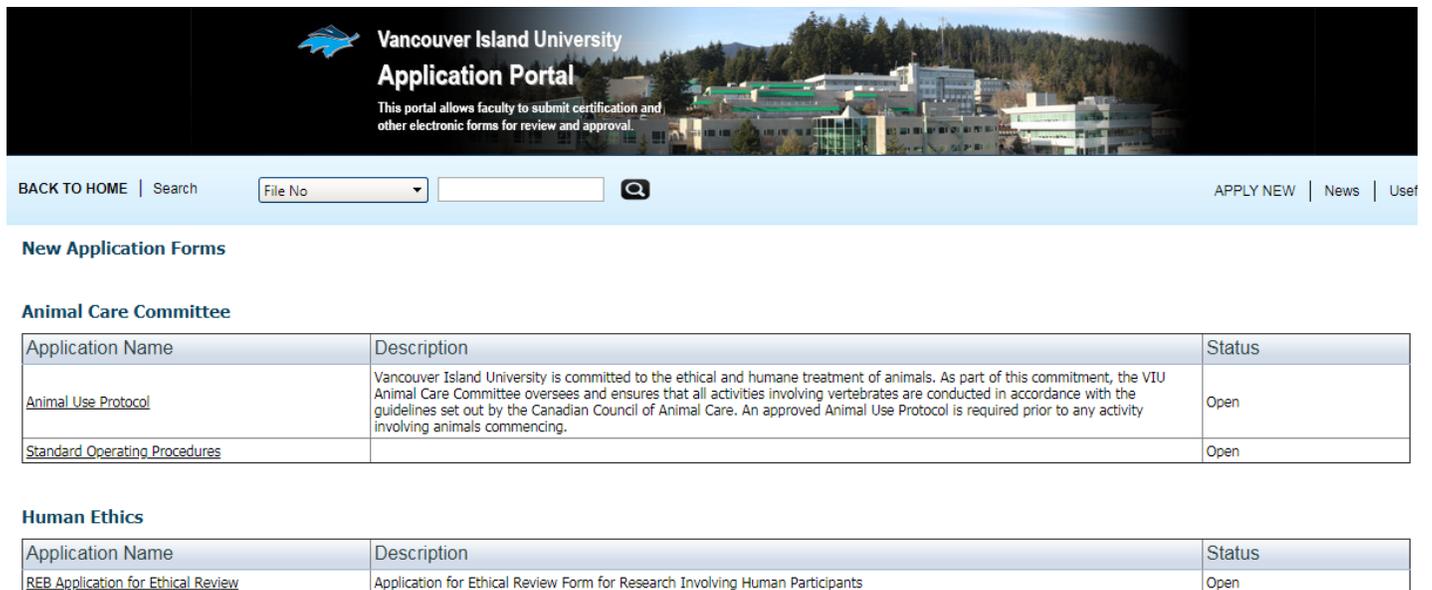
Vancouver Island University Application Portal
This portal allows faculty to submit certification and other electronic forms for review and approval.

BACK TO HOME | Search | File No | [Search Icon] | APPLY NEW | News | Useful Links

Role: Principal Investigator

- Applications: Drafts (1)
- Applications: Requiring Attention (0)
- Applications: Under Review (1)
- Applications: Post-Review (0)
- Applications: Withdrawn (0)
- Events: Drafts (0)
- Events: Requiring Attention (0)
- Reminders (0)

2. Under "Human Ethics," select "REB Application for Ethical Review."



Vancouver Island University Application Portal
This portal allows faculty to submit certification and other electronic forms for review and approval.

BACK TO HOME | Search | File No | [Search Icon] | APPLY NEW | News | Usef

New Application Forms

Animal Care Committee

Application Name	Description	Status
Animal Use Protocol	Vancouver Island University is committed to the ethical and humane treatment of animals. As part of this commitment, the VIU Animal Care Committee oversees and ensures that all activities involving vertebrates are conducted in accordance with the guidelines set out by the Canadian Council of Animal Care. An approved Animal Use Protocol is required prior to any activity involving animals commencing.	Open
Standard Operating Procedures		Open

Human Ethics

Application Name	Description	Status
REB Application for Ethical Review	Application for Ethical Review Form for Research Involving Human Participants	Open

3. Fill out the Project Information including Project Title, Start and End dates.

NOTE: Start and end dates are the projected dates you expect to begin and end your research.

Application Ref No: 1093



* Project Info | Project Team Info | * REB Application for Ethical Review | Attachments | App

Title *:

Start Date:

End Date:

Keywords:

4. Add "Related Awards" if applicable.

If your application is associated with a project for which you have applied for or received a VIU-administered award, click "Search" to bring up a listing of all current projects and select from the list. This will link your project form with your ethics approval so that any funds can be released for use.

Related Awards

If you are a student, please ignore this section and continue to the next tab.
If you are a non-student (e.g faculty, staff) and have applied for, or have received, an award, please ignore this section and continue to the next tab.

Award File No	Title	Award
No records to display.		

5. Complete the Project Team tab and include all team members that are expected to be involved in the project.

To add project members:

a) scroll to the bottom the “project Team Info” tab

b) in the “Other Project Member Info:” area, click on the “Add New” button

Other Project Member Info:
Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

Add New ?			
Edit	Delete	Investigator1	Test
		Last Name	First Name
			Role In Project
			Graduate Student Researcher

c) click on the “Search Profiles” and search for the registered user you need to add to your project team.

Project Team Member Info

Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

Search Profiles **Refresh** ?

Search for a team member by entering his/her first or last name at the top of the screen and clicking “Search.”

Instructions : Search for and select the researcher profile you want to load to this application file. If the project team member does not have a researcher profile, contact your system administrator for guidance.

Start With Any part

Last Name:

First Name:

Search **Reset**

IMPORTANT: Always use the “Search Profiles” button to add Project Team Members information. If an investigator is added to the database twice, the system will have problems properly managing communications.

d) In the “Role in Project” field, select the appropriate “Roll in Project” value, such as “Supervisor”.

Prefix: Last Name: First Name:

Affiliation:

Role In Project: Country:

Position: Institution:

Email: Fax:

Phone1: Phone2:

Primary Address: Mailing Alternate Address:

Use Of Address: Mailing Alternate Address:

Comments:

If you are a VIU student researcher, please designate yourself as the “Principal Investigator,” and select and designate your faculty supervisor as “Supervisor.”

Note that student researchers are expected to develop their REB application with the support of their faculty supervisor.

*** Student researchers must attach to their application in ROMEO Researcher Portal a signed [Confirmation of Faculty Supervisor Approval form](#).***

6. Click on the “REB Application for Ethical Review” tab and complete the questions.

Click on each tab within the application form and fill in all required fields. Ensure you scroll down to the bottom of the page and answer all the questions on each tab.

NOTE: All questions with a red asterisk require responses. If the question is a yes/no question and your response does not require explanation, simply respond “no”.

7. Use the “Attachments” tab to include/upload additional documents that need to accompany your application, such as your recruitment instrument, consent form, research instrument and, if applicable, a signed [Confirmation of Faculty Supervisor Approval Form](#) and TCPS CORE Certificate of Completion.

8. The “Logs” tab can be used to monitor the application through the approval process. No information is needed from the researcher on the Logs” tab.

Application Ref No: 1087 **Project Title:** Test 6: Storytelling, Shared Narratives and Student Identity Development
Project Work Flow State: Pre-Submission

Save Close Print Export to Word Export to PDF Submit Withdraw

Project Info Project Team Info REB Application for Ethical Review Attachments Approvals Logs

Application Workflow Log Application Log Shared Communications



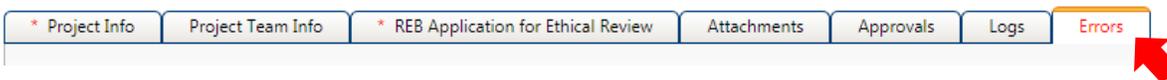
9. The Errors tab indicates fields that need to be completed before the application can be successfully submitted.

The Errors tab will disappear once all required fields have been completed at which time the application can be successfully submitted.

Application Ref No: 1094

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info * REB Application for Ethical Review Attachments Approvals Logs Errors



10. Once you have completed all required information, submit your application by clicking on the “Submit” button.

When you hit “Submit” the application will automatically be forwarded to the Research Office for further processing. You will receive email confirmation that your application has been successfully submitted and will be able to follow the application through the approval process by viewing the Logs tab within the application.

Application Ref No: 1087 **Project Title:** Test 6: Storytelling, Shared Narratives and Student Identity Development
Project Work Flow State: Pre-Submission

Save Close Print Export to Word Export to PDF Submit Withdraw

Project Info Project Team Info REB Application for Ethical Review Attachments Approvals Logs



NOTE: When you have clicked the “Submit” button, a “Comments” box will appear. You must type something in this box to proceed with submission.

Once your application has been submitted, you will receive an email confirming that your application has been received and is under REB review.