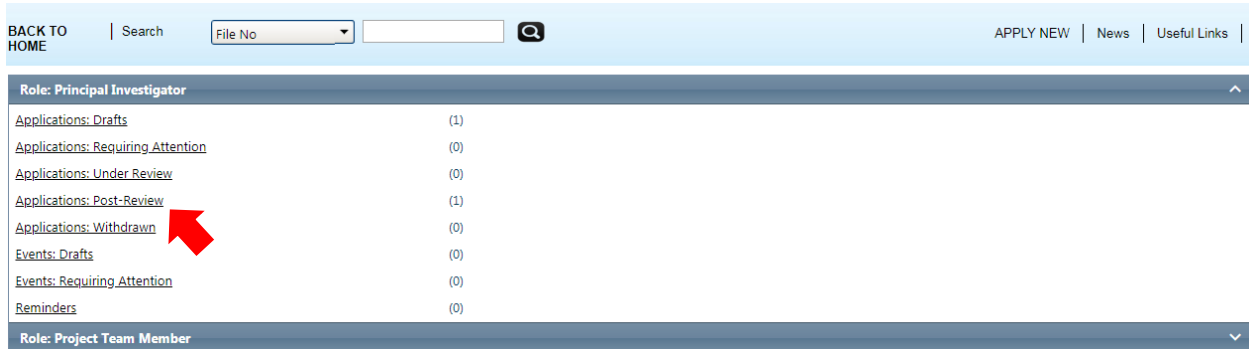


Guide for Applying for Continuing Review ('Renewal') of an Ethical Protocol in ROMEO


Follow these steps to apply to apply for Continuing Review and an already-approved ethical protocol:

- 1) Login to the ROMEO Researcher Portal using your email address and password.
- 2) Click the Application you propose to amend ("Application: Post-Review").



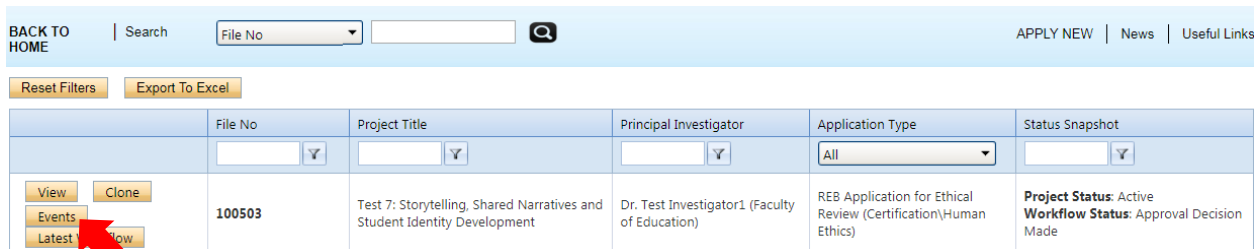
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Role: Principal Investigator

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- Applications: Withdrawn (0)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






Role: Project Team Member

- 3) Click on the "Events" button.

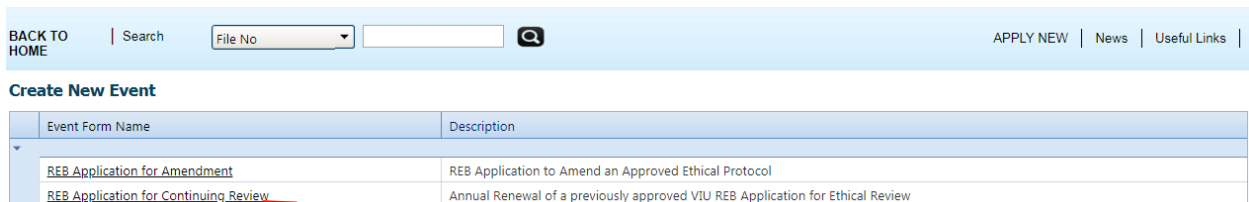


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	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
    	100503	Test 7: Storytelling, Shared Narratives and Student Identity Development	Dr. Test Investigator1 (Faculty of Education)	REB Application for Ethical Review (Certification)Human Ethics	Project Status: Active Workflow Status: Approval Decision Made

- 4) Click on "REB Application for Continuing Review."



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Create New Event

Event Form Name	Description
REB Application for Amendment	REB Application to Amend an Approved Ethical Protocol
REB Application for Continuing Review 	Annual Renewal of a previously approved VIU REB Application for Ethical Review

5) Fill out the “Application for Continuing Review” tab.

* Status of the Research

1.1* Is the study being carried out as described in the original application for ethical review? If not, describe the changes and explain why they were made.
Yes.

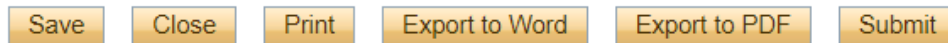
1.2 What is the current status of your study? Check all that apply:
 Research participants will be recruited
 Research participants are currently being recruited
 Data collection is underway
 Data collection is complete
 Contact with participants may continue
 Only data analysis remains; there will be no more contact with participants
 More participants may be recruited

1.3 Since receiving the original ethics approval for your study, have any ethical concerns or adverse events arisen?
 Yes
 No

1.4 If any ethical concerns or adverse events have arisen, please describe them:
N/A

1.5 What is the anticipated completion date for your study?
2021/03/31

6) To submit the application for REB review, click on the “Save” button, and then click on the “Submit” button.



7) Add a comment in the “Work Flow Action” dialogue (such as “Application for Continue Review submitted on January 29. Thanks ☺”), and click on the “Submit” button.

Work Flow Action

Submit Cancel

Comments:

Application for Continue Review submitted on January 29. Thanks :-)

Submit Cancel

8) Once submitted, you should receive an automated confirmation-of-receipt email from ROMEO. You can also check the status of the application by returning to the home screen, clicking on the application (“Applications: Post-Review), and then clicking on the “Events” button.

Events: Drafts				
Events: Requiring Attention				
Events: Under Review				
	Event No	Event Category	Event Submission Date	Event Status
View Event	100503 - 2599	REB Amendment (REB Application for Amendment)	2020/01/29	Submitted by Researcher
Latest Workflow				



Once reviewed by the REB, you will receive by email a Letter of Approval or a letter requesting clarification and/or additional information.