

## REB Guide for Applying for Exemption from REB Review Using ROMEO

Approval from the Research Ethics Board (REB) is required prior to engaging in Scholarly Activity that involves human participants and is associated with Vancouver Island University (VIU). Scholarly Activity is defined as “research, scholarship and professional activities associated with the university and consists of contributions made by a Researcher to his/her discipline or profession which result in the presentation of work for formal or informal peer or public review outside the institution” (VIU Policy 31.10: Integrity and Conduct in Research And Scholarly Activity).

The [Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans](#) (TCPS 2018), defines research as “an undertaking intended to extend knowledge through a disciplined inquiry and/or systematic investigation” (Article 2.1).

Accordingly, activities involving human participants require REB approval unless it can be clearly demonstrated that the proposed activity:

- is not Scholarly Activity, as defined by VIU Policy 31.10; and
- is not research, as defined by the TCPS; or
- is one of the activities exempted from REB review in accordance with TCPS Articles 2.2-2.6.

Except for projects intended **solely** for teaching and learning, very few scholarly projects involving human participants are exempt from REB review.

Please be aware that personnel associated with VIU who involve human participants in their research are **responsible for complying with TCPS guidance even if their research is exempt from REB review** (see [Tri-Council Panel on Research Ethics Interpretations](#)).

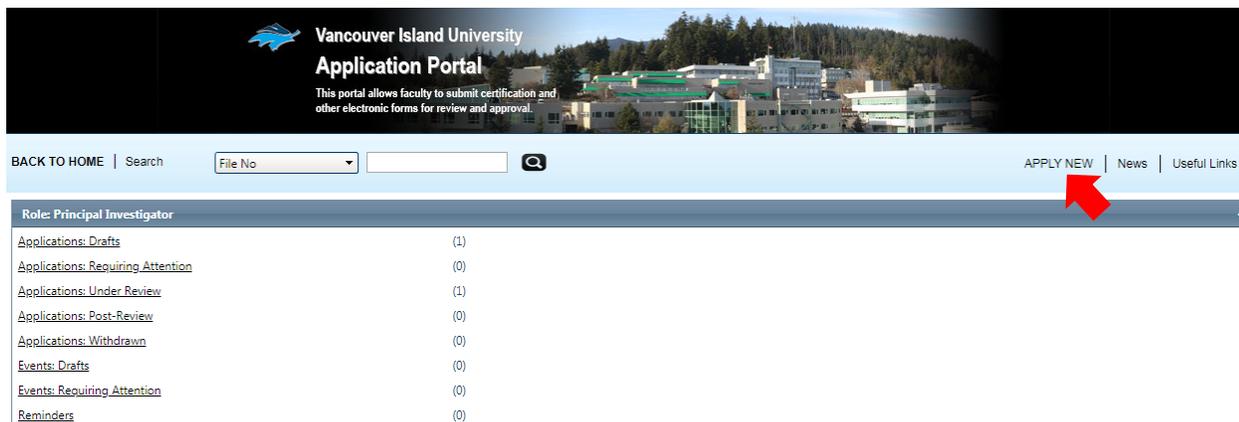
If you are unsure whether your project requires REB approval, please use this guide to complete and submit an Application for Exemption from REB Review Form.

### Follow these steps to apply to exemption from REB review:

#### 1. Login to the Romeo Researcher Portal

Login to the Romeo Researcher Portal using your email address and ROMEO password. If you are a first time user of ROMEO, please refer to the [Registration section](#) of VIU’s ROMEO webpage for information on how to register for a ROMEO account.

## 2. 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)

## 3. In the “Human Ethics” section, select “REB Application for Exemption from REB Review.”

### Human Ethics

Application Name	Description	Status
<a href="#">REB Application for Ethical Review</a>	Application for Ethical Review Form for Research Involving Human Participants	Open
<a href="#">REB Application for Exemption from REB Review</a>	Submit this form if you are unsure whether your project requires REB approval, or if an REB decision is required to facilitate release of funds.	Open

## 4. Enter Project Information, including Project Title, Start and End dates.

The “Start Date” and the “End date” are the projected dates you expect to begin and end the project.

Application Ref No: 3139 Application Form: REB Application for Exemption from REB Review

Save Close Print Export to Word Export to PDF Submit Withdraw

\* Project Info | Project Team Info | \* REB Application for Exemption from REB Review | Attachments | Approvals | Logs | Errors

Title \*:

Start Date:  [Calendar Icon]

End Date:  [Calendar Icon]

Keywords:  [Add]  [Clear all]

## 5. Add “Related Awards” if applicable.

If your application is associated with a project for which you have applied for and/or will receive a VIU-administered award, click “Search” and select your award from the list. If your application for exemption is approved, this will link your project award with your REB exemption so that any funds may be released.

**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 been awarded, research funding, click 'Search' to locate and attach the related research funding. If the related research funding is not found please ignore this section and continue to the next tab.

Search

Award File No	Title	Award Status	PI Last Name	PI First Name	Sponsors Summary	Notes
No records to display.						

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

To add project members:

- Scroll to the bottom the “project Team Info” tab
- 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 ?

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

- Click on the “Search Profiles” and search for the registered user you would like to add.

**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 on the “Search” button

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” function 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 “Student”, or “Supervisor.”

The screenshot shows a user profile form with the following fields and values:

- Prefix: Dr.
- Last Name: Moll
- First Name: Rachel
- Affiliation: Faculty of Education
- Role in Project: Supervisor (dropdown menu is open showing options: Co-Investigator, Co-Investigator - External, Co-Supervisor, Emergency personnel, External Principal Investigator, Graduate Student, Researcher, Research Assistant, Research Coordinator, Research Staff, Supervisor, Technician, Undergrad Student, Researcher)
- Country: Canada
- Institution: Vancouver Island Univers
- Position: (empty)
- Email: (empty)
- Phone1: (empty)
- Phone2: (empty)
- Fax: (empty)
- Mailing Alternate Address: (empty)
- Primary Address: (empty)
- Use Of Address: (empty)
- Comments: (empty)

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

## 7. Click on the “REB Application for Exemption from REB Review Tab and complete the questions.

Application Ref No: 3139

Application Form: REB Application for Exemption from REB Review

Save Close Print Export to Word Export to PDF Submit Withdraw

Project Info Project Team Info \* REB Application for Exemption from REB Review Attachments Approvals Logs Errors

\* Application for Exemption from REB Review

Please refer to the REB Guide to Completing the Application for Exemption from REB Review Form, available on VIU's ROMEO website.

1.1) \* Briefly describe the project, including project methods, data sources, and human participants involved.

1.2) \* Describe the project purpose. Why is the project being done? What is the project intended to accomplish?

**8. On the “Attachments” tab, include/upload additional documents that may assist the REB in assessing your application.**

Please attached documentation that may assist the REB in making a determination of whether ethical review is required, such as a project proposal, agreement/contract for funding, memorandum of understanding with project sponsors/proponents, etc.

**Application Ref No:** 3139 **Project Title:** **Application Form:** REB Application for Exemption from REB Review  
**Project Work Flow State:** Pre-Submission Review

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Please attach documentation that may assist the REB in making a determination of whether ethical review is required, such as a project proposal, agreement/contract for funding, memorandum of understanding with project sponsors/proponents, etc.

**Add Attachment**

NOTE : The maximum individual attachment size is 5MB. All attachments larger than 5MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 5MB.

**9. 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

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

Application Workflow Log  Application Log  Shared Communications

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

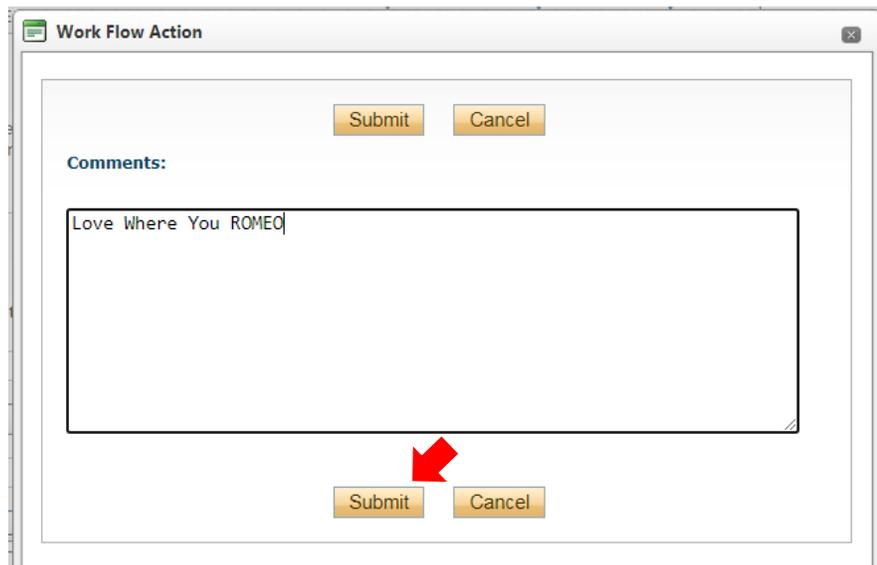
The Errors tab will disappear once all required fields have been completed, after which the application can be submitted.

**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

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



The image shows a software dialog box titled "Work Flow Action". At the top, there are two buttons: "Submit" and "Cancel". Below these is a section labeled "Comments:" followed by a text input field containing the text "Love Where You ROMEO". At the bottom of the dialog, there are two more buttons: "Submit" and "Cancel". A red arrow points to the bottom "Submit" button.

**NOTE:** When you click 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.