


REB Guide for Applying to Amend an Approved Ethical Protocol in ROME0

Follow these steps to apply to amend an Approved Ethical Protocol:

- 1) Login to the ROME0 Researcher Portal using your email address and password.
- 2) Click the Application you propose to amend (“Application: Post-Review”).

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

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- Applications: Withdrawn (0)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.

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


Reset Filters | Export To Excel

	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 Amendment.”

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

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 “Amendment Information” tab.

Save Close Print Export to Word Export to PDF Submit

Event Info REB Application for Amendment Attachments Logs

Amendment Information

1.1 Is this the first Application for Amendment to your study?

Yes
 No

1.2 Indicate which sections of the Application you plan to revise to reflect your proposed amendment(s). Check all that apply:

Project Team Information
 Administrative Information
 Project Description
 Purpose, Goals and Knowledge Transfer
 Study Design and Methods
 Study Population and Recruitment
 Benefits, Risk, and Risk Mitigation
 Consent/Assent Process
 Anonymity and Confidentiality
 Service Providers

1.3* Provide a brief summary of the proposed amendment(s):

Proposing to add an additional student research assistant.

6) Using the “Attachments” tab, upload attachments such as amended recruitment, research, and consent instruments. If proposing to add a student to the Project Team, please attach a copy of their CORE certificate of completion.

Upload Attachment

Description: CORE Certificate

Upload Attachment: tcps2-eptc2-cer... Remove

Allowed File Types: .jpeg, .jpg, .png, .doc, .docx, .xls, .xlsx, .txt, .pdf, .ppt, .pptx, .pps, .ppsx.

Allowed File Size: 5 MB

Version Date: 2020/01/29

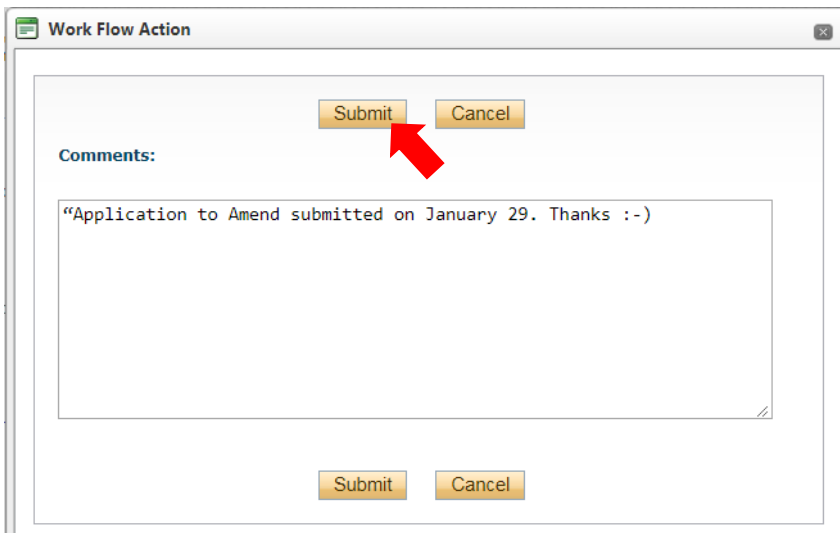
Doc / Agreement: --Select One--

Add Attachment Cancel

7) 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, and then click on the “Submit” button.



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 your 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				

9) Once the application has been reviewed by the REB, you will receive either a Letter of Approval (email), or a letter requesting clarification and/or additional information.