Queen's ROMEO e-System

General Research Ethics Board Certification (GREB)

Reviewing Human Ethics Applications & Event Forms

GREB Board Member/Reviewer
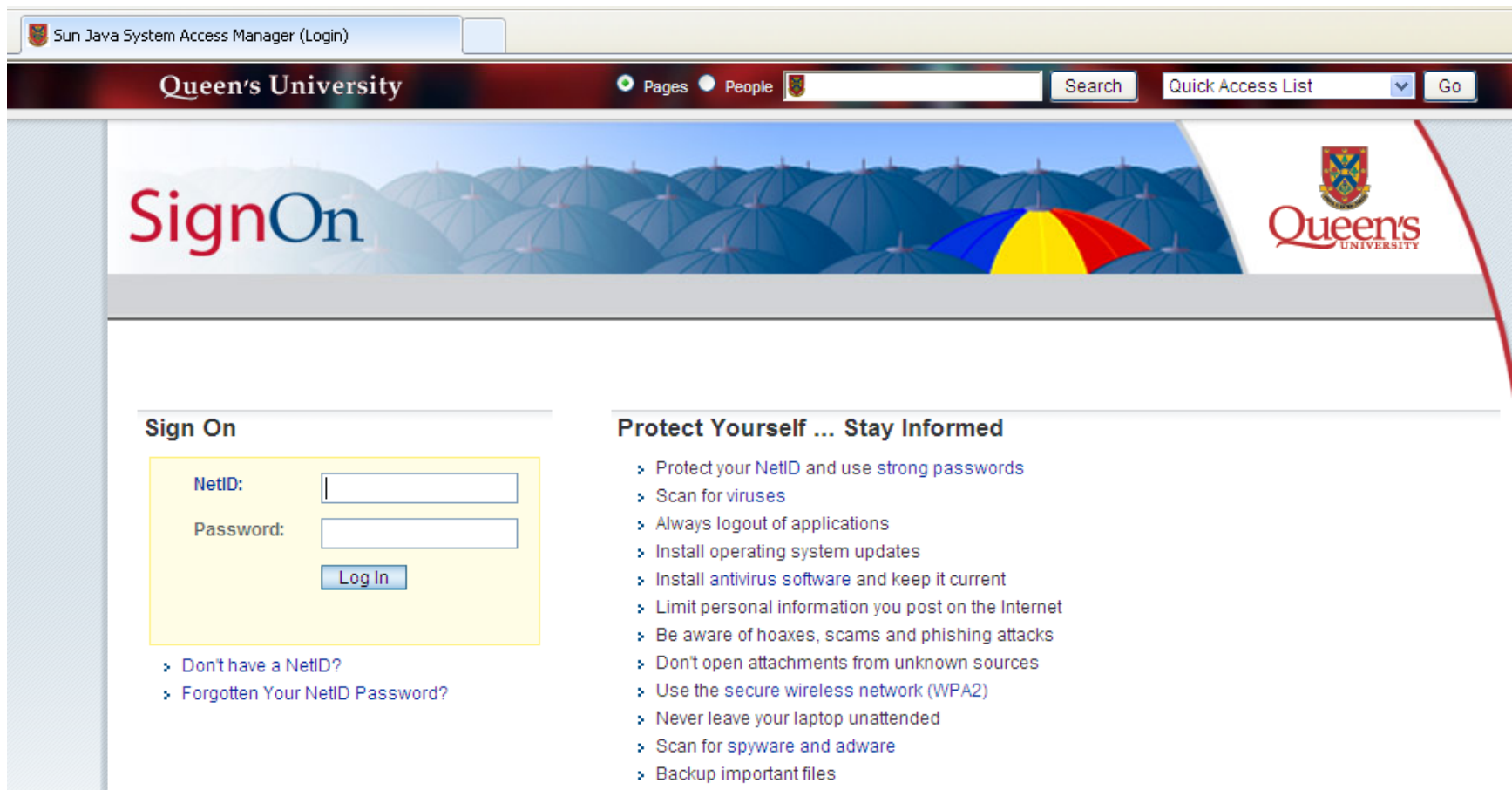
Accessing the Researcher's Portal

- Review assignments are accessed through the Researcher's Portal.

- As a reviewer, you will receive an email notification whenever you have been assigned to review an ethics application or an event form (i.e. renewal form, amendment form, adverse event report). The link to the Researcher's Portal is included in the email.

- Reviewers with a Queen's email address (Queen's faculty & staff) should use their regular Queen's NetID and strong password to log into the Researcher's the portal through the Single SignOn.

- Queen's students and external reviewers (i.e. from KGH, Providence Care, Hotel Dieu, etc.) will log into the Researcher's Portal through the Post-Registration Login Site using their full email address, as their username, and the password that was created during registration.

* Please note that the Researcher's Portal is accessible on tablets (i.e. iPads, PlayBooks, etc.)

Single SignOn for Queen's Reviewers

- Enter your Queen's NetID and strong password to access the Researcher's Portal

Login Site for Queen's Students & External Reviewers

- Enter your full email address and the password you created during registration to access the Researcher's Portal

Researcher's Portal

- As a reviewer, your dashboard has three roles: Principal Investigator (P.I.), Project Team Member and Reviewer.

Unit REB Chair – Researcher's Portal

- If you are both GREB Reviewer and Unit REB Chair for one of these departments: School of Business, Culture Studies, Education, Gender Studies, Geography, Global Development Studies, Kinesiology and Health Studies, Music, Policy Studies, Political Studies, Psychology, Sociology, or Urban and Regional Planning, your dashboard will have the added role of Unit REB Signing Authority.

Role : Principal Investigator

Applications (Saved - Not Submitted)	(1)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(16)
Applications (Withdrawn)	(0)
My Reminders	(16)

Role: Project Team Member

Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(11)
Applications (Withdrawn)	(0)
My Reminders	(10)

Role: Unit REB Signing Authority

Applications (New - For Review)	(0)
Applications (Pending Information)	(1)

Role: Reviewer

Applications Requiring Your Review as a Chair	(0)
Applications Requiring Your Review as a Reviewer - New	(0)
Applications Requiring Your Review as a Reviewer - In Progress	(0)
Events Requiring Your Review as a Chair	(0)
Events Requiring Your Review as a Reviewer - New	(0)
Events Requiring Your Review as a Reviewer - In Progress	(0)

Reviewer's Quick Links

Role: Reviewer

Applications Requiring Your Review as a Chair .... (1)

Applications Requiring Your Review as a Reviewer - New .... (0)

Applications Requiring Your Review as a Reviewer - In Progress .... (0)

Events Requiring Your Review as a Chair .... (0)

Events Requiring Your Review as a Reviewer - New .... (0)

Events Requiring Your Review as a Reviewer - In Progress .... (0)

Human Ethics applications requiring your review will be accessible through one of these quick links

Event forms requiring your review will be accessible through one of these quick links

Reviewer's Quick Links -
Applications Requiring your Review…

- **Applications Requiring your Review as a Chair**: Displays all application forms requiring your review as Chair (i.e. Primary Reviewer). You may save your comments over several sessions before submitting your comments and decision to the Ethics Office. Once your comments and decision have been submitted, the application form drops from quick links and is no longer open for review. Subsequently, the application will no longer be accessible to any other reviewer. Therefore, it is important that the Chair ensures that all assigned reviewers have had a chance to submit their comments before they submit their decision.

- **Applications Requiring your Review as a Reviewer – New**: Displays all <u>new</u> application forms requiring your review as Secondary Reviewer. You may save your comments over several sessions before submitting your comments. Once your comments have been submitted, the application form is still accessible via the **Applications Requiring your Review as a Reviewer – In Progress** quick link until the Chair submits their decision. At this stage, you may continue to view the application form and add additional comments. Once the Chair submits their decision, the application form drops from quick links and is no longer open for review.

Reviewing Applications…

- Once you clicked on one of the quick links you'll see a list of the application(s) awaiting your review. To review an application, click "View".

APPLY NEW | News | Useful Links | Settings |

	FileNo	Principal Investigator	Project Title	Event Category	Event Status
View	6005503	Researcher at Queen's	Test GREB Application - February 6, 2013	New Approval Process	Pending

Reviewing Applications

- You can review the application by going through the different tabs (and sub-tabs of the application form) to see the information submitted by the P.I.

File No: 6005503   **Project Title:** Test GREB Application - February 6, 2013   **Project Work Flow State:** ORS Review   **Application Form:** GREB APPLICATION FORM for ETHICS CLEARANCE

| Close | Print | Export to Word | Export to PDF | Review |

NOTE:You are in View mode. Click the review button to enter, save & submit any comments

| Project Info. | Project Team Info. | GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences) | Attachments | Logs | Committee Reviews |

Title *:

Test GREB Application - February 6, 2013

Start Date: 2013/02/28

End Date: 2015/02/27

Keywords: [ ] ▼ | Add |

[ ] | Clear all |

- **Project Info** and **Project Team Info** tabs contain the basic information of the project (i.e. title of the study, names & roles of all team members);
- **GREB Application Form for Ethics Clearance** tab contains all the content related to the study and the ethics application;
- **Attachments** tab allows you to look at any attachments provided by the Researcher – to view an attachment, you simply click on its title;
- **Logs** tab allows you to review the history of the application;
- Through the **Committee Reviews** tab you are able to read the comments of all the reviewers assigned to the application/event form.

Committee Reviews

- The "Committee Reviews" tab allows reviewers assigned to review an application to read each others' comments.

File No: 6005503   **Project Title:** Test GREB Application - February 6, 2013   **Project Work Flow State:** ORS Review

Application Form: GREB APPLICATION FORM for ETHICS CLEARANCE

| Close | Print | Export to Word | Export to PDF | Review |

NOTE:You are in View mode. Click the review button to enter, save & submit any comments

| Project Info. | Project Team Info. | GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences) | Attachments | Logs | Committee Reviews |

Review Decision: Pending
Shared Comments:

Reviewer	Comments	Date Reviewed ▾
Reviewer 3	Cannot approve study without more detailed abstract and methodology. Attachments are missing, researcher needs to include LOI, recruiting materials, etc.	2/6/2013
Reviewer 2	Attachments missing. Study cannot be approved until PI explains how volunteers will be recruited and provides recruitment materials as attachments.	2/6/2013
Reviewer 1 (Chair)		

Reviewing Applications

- Although you can review an application by going through its different tabs and sub-tabs, the simplest and most efficient way to review an application is to export it to Word.

File No: 6005503   **Project Title:** Test GREB Application - February 6, 2013   **Project Work Flow State:** ORS Review   **Application Form:** GREB APPLICATION FORM for ETHICS CLEARANCE

| Close | Print | Export to Word | Export to PDF | Review |

NOTE:You are in View mode. Click the review button to enter, save & submit any comments

| Project Info. | Project Team Info. | GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences) | Attachments | Logs | Committee Reviews |

Title *:

Test GREB Application - February 6, 2013

Start Date: 2013/02/28

End Date: 2015/02/27

Keywords: ▼   Add

Clear all

Reviewing Application in Word

- Exporting the application and saving it as a Word document, will allow you to type and save your comments on your own computer. Once you've completed your review, you can copy and paste your comments from the Word document into the "Reviewer's Comments" textbox.
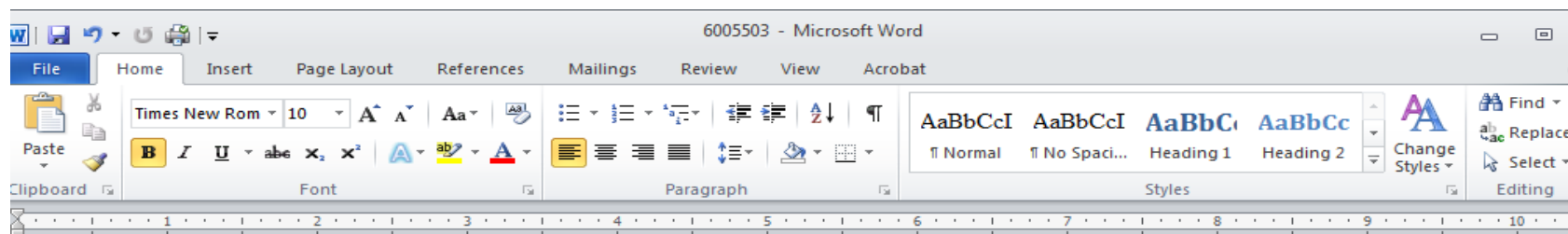
| #	Question	Answer
1.1	Applicant: TCPS 2 CORE Completion	YES
1.2	Co-Applicant I - TCPS 2 CORE Completion	N/A
1.3	Co-Applicant II - TCPS 2 CORE completion	N/A

2. Project details

#	Question	Answer
2.1	Level of Research	Faculty research
2.2	Abstract	Testing My comments re. 2.2 Abstract: testing, testing, testing…
2.3	Method	testing
2.4	Conflict of Interest (COI)	NO
2.5	If YES above, please explain	testing
2.6	Funding	Funding Received

Saving and Viewing in Word

- When you export the application into Word, it will first appear in html format. Please make sure that you select "Word Document" in the drop down menu for "Save as type" when you save the application.
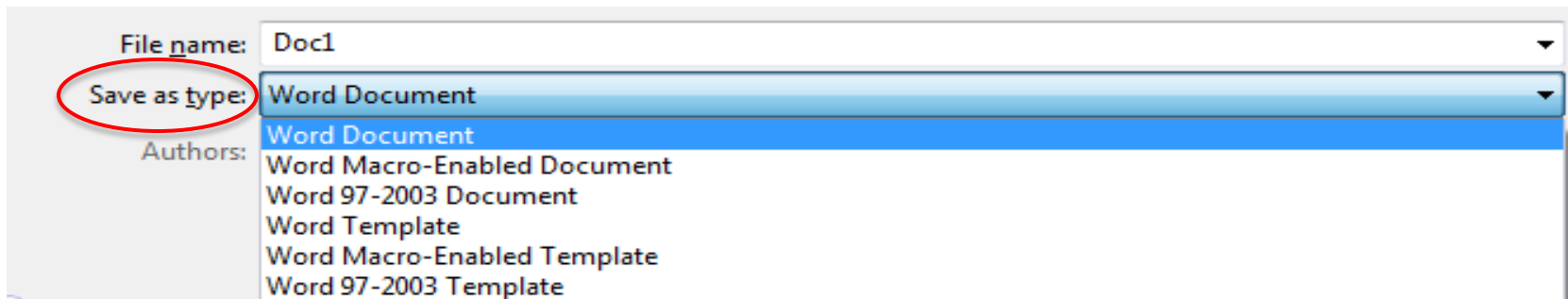
- The application will also appear on your screen as "Web Layout". To change the viewing format to a friendlier one, hit the "View" tab at the top of your ribbon and select "Print Layout" in Document Views.
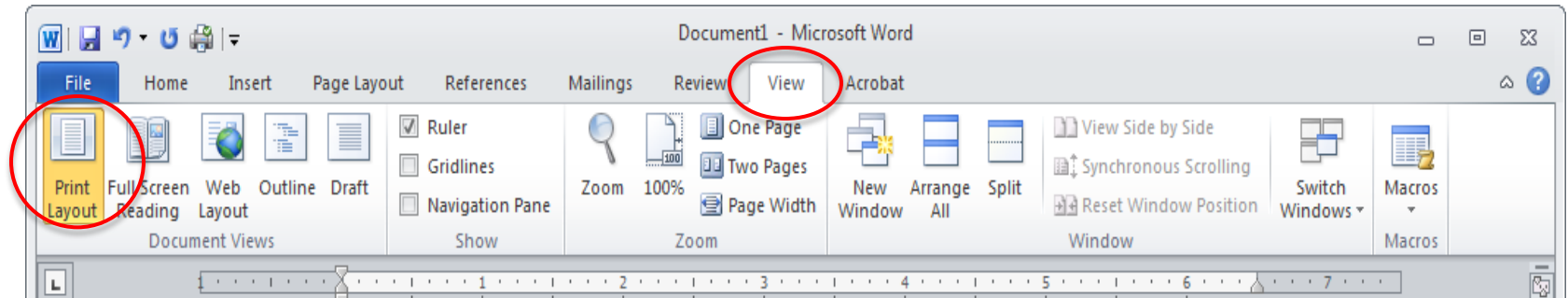
Entering & Saving Review Comments

- To start entering your comments, click on the "Review" button on top of the screen.
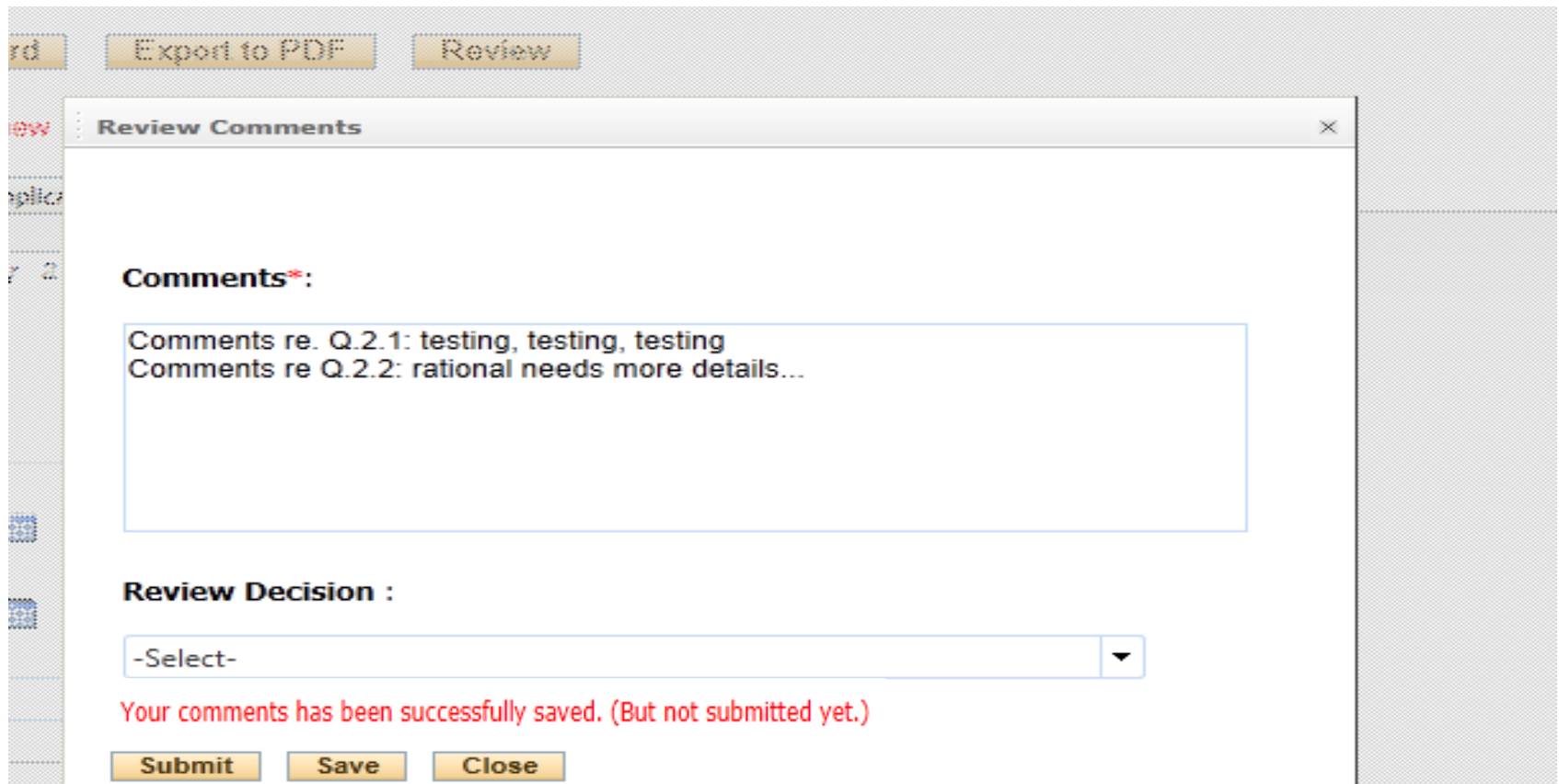

Reviewers can either type their comments directly into the textbox or copy and paste them from a Word document – depending on how they reviewed the application.

Hit "Save" then "Close" to continue reviewing the application at a later time.

Entering & Saving Review Comments

- When you save your comments, a message in red font will appear on the "Review Comments" screen informing you that your comments have been saved but not submitted.

File No: 6005503   **Project Title:** Test GREB Application - February 6, 2013   **Project Work Flow State:** ORS Review   **Application Form:** GREB APPLICATION FORM for ETHICS CLEARANCE

| Close | Print | Export to Word | Export to PDF | Review |

NOTE:You are in View mode. Click the review button to enter, save & submit any comments

| Project Info | Project Team Info | GREB APPLICATION FOR |

| CORE Completion | Project details | Recruitment | Risk |

Review Comments   ×

① 2.1) * Level of Research

☐ Undergraduate course assign
☐ Graduate course assign
☐ Undergraduate thesis
☐ Masters project
☐ Masters thesis
☐ PhD research
☐ Post-Doc
☑ Faculty research
☐ Administration
☐ Multi-justisdictional

Comments*:

Comments re. Q.2.2: testing, testing, testing

Comments re. Q.2.3: methodology requires more details...

Review Decision :

| -Select- | ▼ |

| Submit | Save | Close |

Once you are done reviewing the application and are ready to submit your comments, hit "Save" then "Submit". If you are a Secondary Reviewer, the application will move to "Application Requiring your Review as a Reviewer – In Progress", you will continue to have access to the application until the Chair submits his comments and review decision.

Entering, Saving & Submitting Review Comments

- The Chair – or, Primary Reviewer – is the only person who has the "Review Decision" field and drop down menu on their "Review Comments" screen.

Review Comments

Comments*:

```
Comments re. Q.2.1: testing, testing, testing
Comments re Q.2.2: rational needs more details...
```

Review Decision :

Please Select

- Please Select
- **For discussion at the Monthly Board meeting**
- Approve as delegated (Dr. A. Clark)
- Approve as delegated (GREB Reviewer)
- Requires clarification from Researcher
- Approve amendment
- Approve renewal
- Approve SAE
- Request information from GREB Coordinator
- Request information from HSREB Coordinator

As the Primary Reviewer, you are responsible for submitting the review committee's final decision. Once you are done reviewing the application, please select your decision from the drop down menu before hitting "Save" then "Submit". Once you have submitted your comments and the committee's final decision to the Office of Research Services, the application will drop from quick links for all members of the reviewing committee.

Need assistance/have a question?

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 77433

Email: traq@queensu.ca