

Queen's ROMEO e-System

General Research Ethics Board Certification (GREB)

Reviewing Human Ethics Applications

Unit REB Chair User Manual

September 2013

Accessing the Researcher's Portal

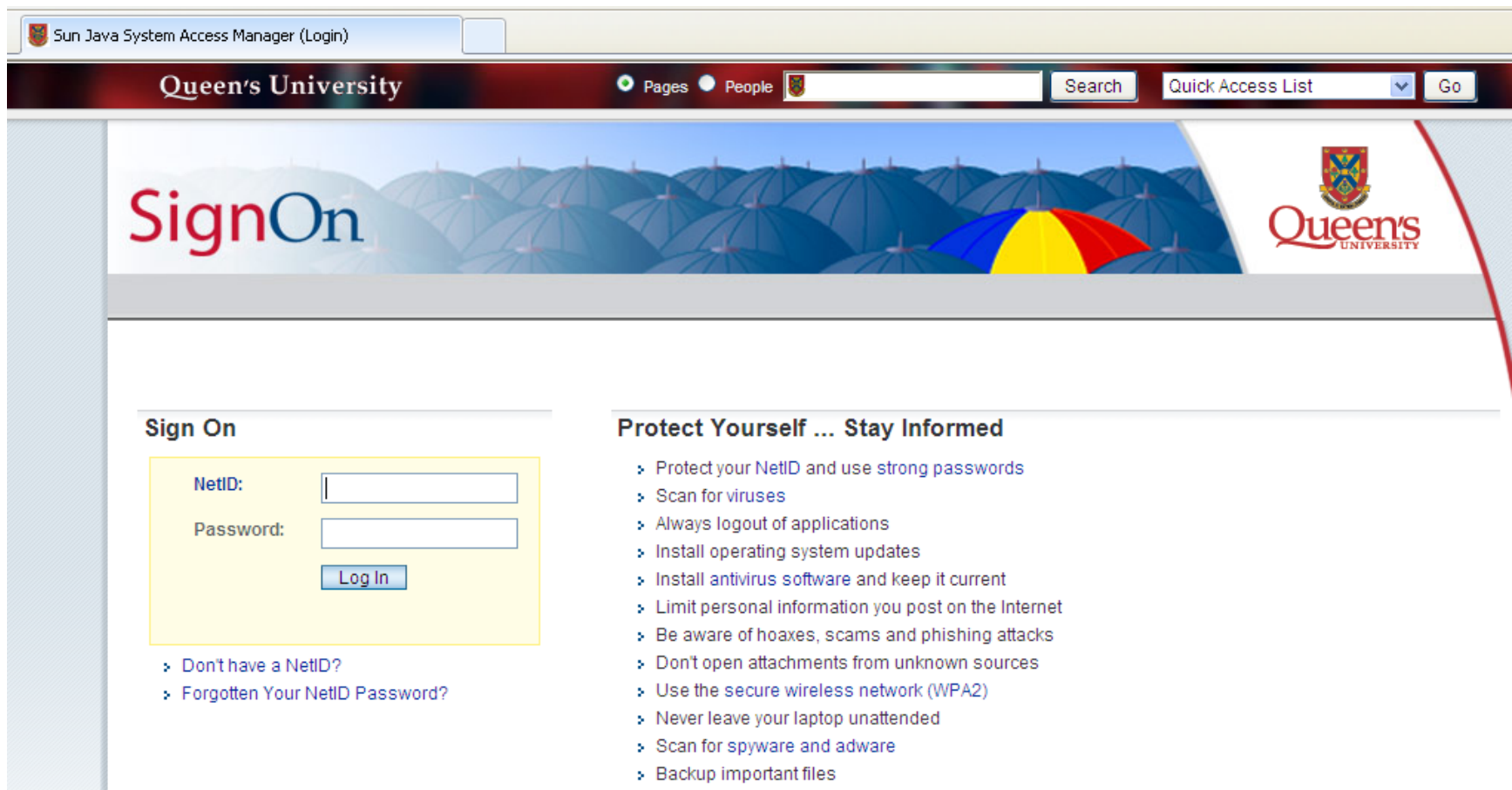


- Review assignments are accessed through the Researcher's Portal.
- As a reviewer, you will receive an email notification whenever you have been assigned to review an ethics application. The link to the Researcher's Portal is included in the email.
- Reviewers with a Queen's email address (Queen's faculty & 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



Sun Java System Access Manager (Login)

Queen's University

Pages People

Search

Quick Access List

Go

SignOn

NetID:

Password:

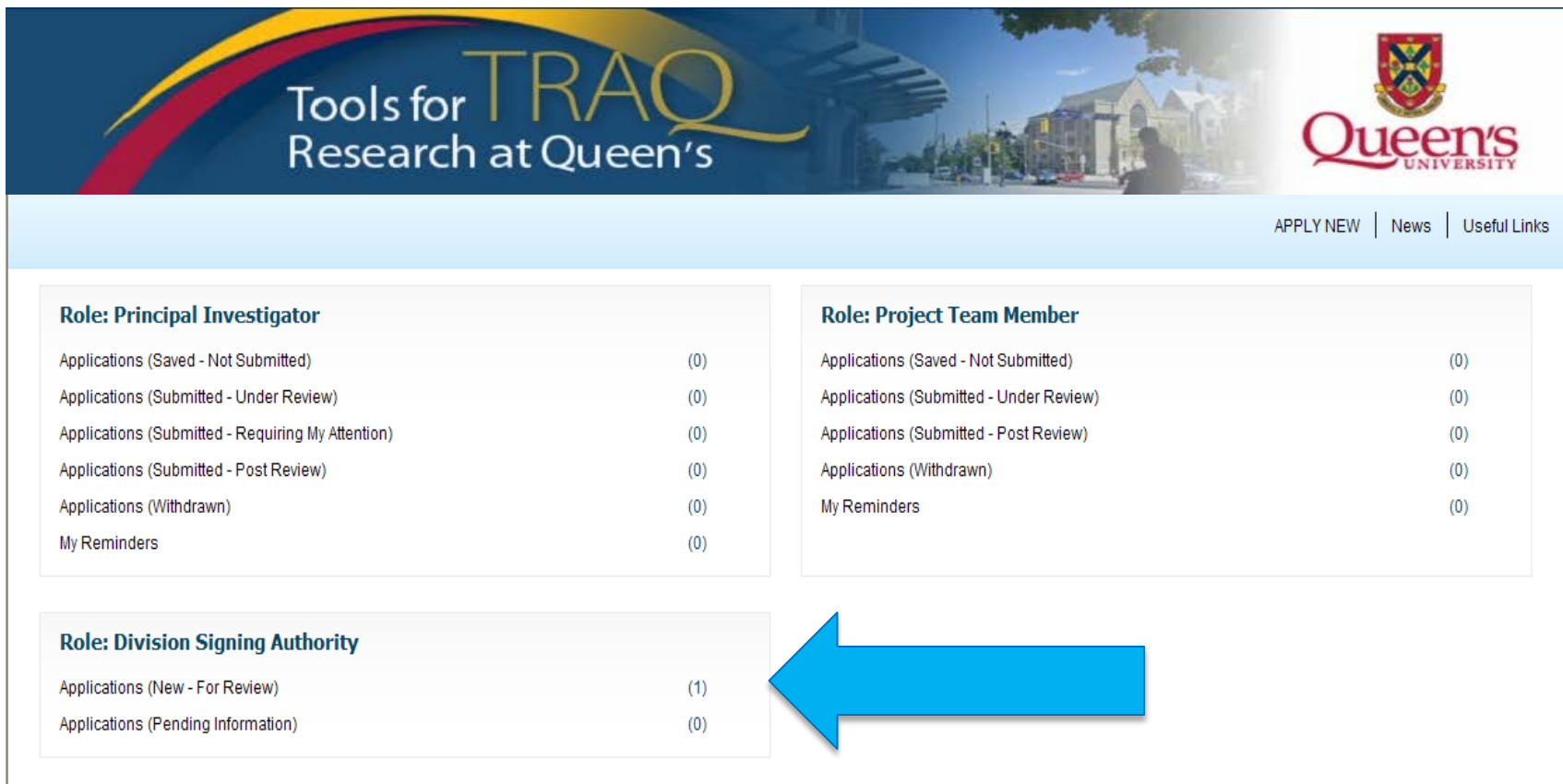
- Don't have a NetID?
- Forgotten Your NetID Password?

Protect Yourself ... Stay Informed

- Protect your NetID and use strong passwords
- Scan for viruses
- Always logout of applications
- Install operating system updates
- Install antivirus software and keep it current
- Limit personal information you post on the Internet
- Be aware of hoaxes, scams and phishing attacks
- Don't open attachments from unknown sources
- Use the secure wireless network (WPA2)
- Never leave your laptop unattended
- Scan for spyware and adware
- Backup important files

Researcher's Portal

- Applications requiring your attention can be found by clicking on the quick link: “Role Division Signing Authority - Applications (New – For Review)”



The screenshot displays the TRAQ Research at Queen's portal. The header features the TRAQ logo and the Queen's University crest. A navigation bar includes links for 'APPLY NEW', 'News', and 'Useful Links'. The main content area is divided into three role-based sections: Principal Investigator, Project Team Member, and Division Signing Authority. A large blue arrow points to the 'Applications (New - For Review)' link under the Division Signing Authority role.

Tools for TRAQ Research at Queen's

Queen's UNIVERSITY

[APPLY NEW](#) | [News](#) | [Useful Links](#)

Role: Principal Investigator	
Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Project Team Member	
Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Division Signing Authority	
Applications (New - For Review)	(1)
Applications (Pending Information)	(0)

To begin Review Process...

- Click on “Review” to open the application



Tools for **TRAQ**
Research at Queen's

Queen's UNIVERSITY

APPLY NEW | News | Useful Links | Settings

	Project Title	Principal Investigator	File No	Application Form Name	Work Flow State	Last Saved	Message
Review	TEST - February 4, 2013	Researcher at Queen's		GREB APPLICATION FORM for ETHICS CLEARANCE (Certification)\Human Ethics)	Division Signing Authority Review	2/4/2013	TESTING - Submitted testing for review. [Action: ... [See more, inside under Logs section]

Start with the Logs

- Start by checking the “Work Flow Logs” – under the Logs tab – for any messages from the P.I.

Approval Process Close Print Export to Word

Project Info. Project Team Info. GREB APPLICATION FORM for ETHICS CLEARANCE Attachments **Logs**

☐ Project Logs ☒ **Work Flow Logs**

Timestamp ▾	Log	Work Flow State	Message	User	Role/Group
02/04/2013 10:56AM ----	Project Work Flow State has been changed from Pre Submission to Division Signing Authority Review	Pre Submission -> Division Signing Authority Review	Please find enclosed GREB application for Unit REB review. Please consider as a delegated review [Action: Submit]	Researcher at Queen's	Principal Investigator

Ready

Reviewing the Ethics Form

- Click on the “Application Form for Ethics Clearance” tab to review the application one sub-tab at a time. Or, click on “Export to Word” to review the application in a table format.

Approval Process Close Print **Export to Word**

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

CORE Completion Project details Recruitment Risk Assessment Benefits Privacy and Confidentiality Informed Consent Checklist

i 1.1) * Applicant TCPS 2 CORE Completion

☐ YES

☐ NO

☒ N/A

i 1.2) Co-Applicant I - TCPS 2 CORE Completion

☐ YES

☐ NO

☒ N/A

i 1.3) Co-Applicant II - TCPS 2 CORE completion

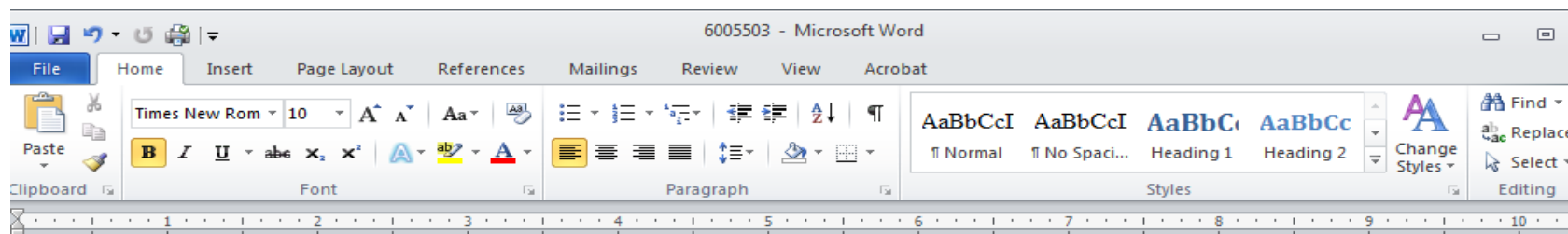
☐ YES

☐ NO

☒ N/A

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 "Work Flow Action Comments" textbox that pops up when you hit the "Approval Process" button.



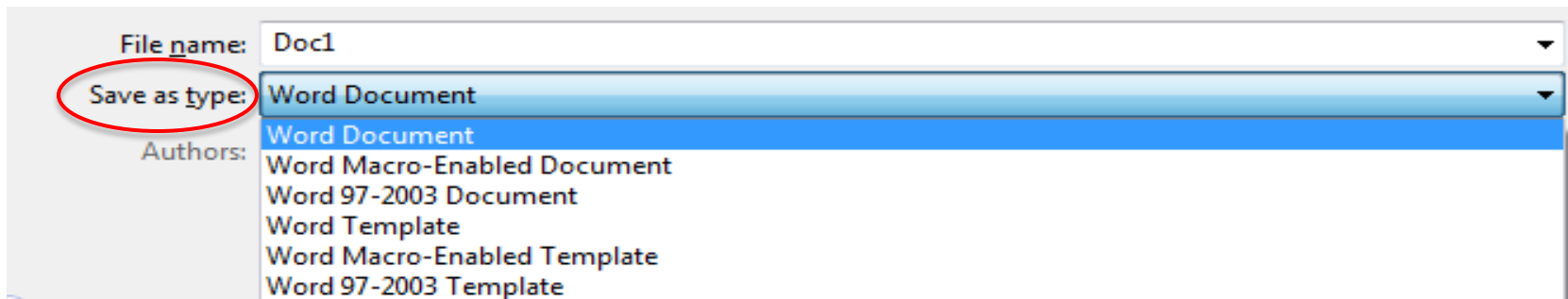
#	Question	Answer
1.1	Applicant: TCPS 2 CORE Completion	YES
1.2	Co-Applicant I - TCPS 2 CORE Completion	N/A
1.3	Co-Applicant II - TCPS 2 CORE completion	N/A

2. Project details

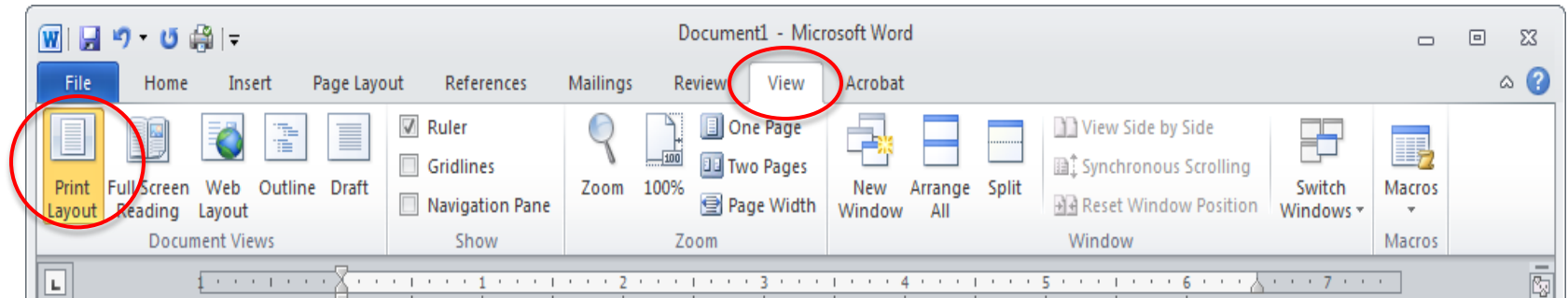
#	Question	Answer
2.1	Level of Research	Faculty research
2.2	Abstract	Testing My comments re. 2.2 Abstract: testing, testing, testing...
2.3	Method	testing
2.4	Conflict of Interest (COI)	NO
2.5	If YES above, please explain	testing
2.6	Funding	Funding Received

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.



Reviewing the Attachments

- Remember to go to the Attachments tab to view/print the documents (consent form, letter of information, etc.) that were included with the application.

Approval Process Close Print Export to Word

Project Info. Project Team Info. GREB APPLICATION FORM for ETHICS CLEARANCE Attachments Logs

	Attachment	Description	Version Date	Doc / Agreement
	Letter of Information.doc Uploaded on: 2013/02/04	Letter of Information	2013/02/04	
	Consent Form.doc Uploaded on: 2013/02/04	Consent Form	2013/02/04	

Submitting Comments/Approving Application

- Click on “Approval Process” at the top of the application to access the “Work Flow Action” screen.

Application Ref No: 1443 **Project Title:** TEST - February 4, 2013 **Project Work Flow**
State: Division Signing Authority Review

Application Form: GREB APPLICATION FORM for
ETHICS CLEARANCE

Approval Process

Close

Print

Export to Word

Export to PDF

Project Info

Project Team Info

GREB APPLICATION FORM for ETHICS CLEARANCE

Attachments

Logs

Title *:

TEST - February 4, 2013

Start Date:



End Date:



Keywords:

Add

Clear all

Action: Incorrect Department

- Researchers with cross-appointments may need to change their departmental affiliation on their human ethics applications depending under which department they are submitting an application. If a Researcher submits their application under the incorrect department and does not require Unit REB approval, you may return the application to them and request that they re-submit under the proper department.

The screenshot shows a software interface with a 'Work Flow Action' window. On the left, there's a sidebar with 'State: Division Signing Auth' and 'Approval Process'. The main window has a 'Project Info' tab and a 'Project Team Info' tab. The 'Action:' section has four radio buttons: 'Approve', 'Request Information', 'Forward to Next Signing Authority', and 'Incorrect Department' (which is selected and circled in red). Below this is a 'Comments:' section with a text box containing the message: 'Does not require Unit REB approval, please change affiliation under "Project Team Info" tab and re-submit application under the right department.' There are 'Submit' and 'Cancel' buttons at the top and bottom of the main window. On the far right, there's a vertical panel labeled 'ETHICS CLEARANCE'.

Action: Request Information/Revisions

- If you require more information or revisions before you approve the application or forward it to the GREB Ethics Office, you may return it to the P.I. and the project team members by clicking on “Action: Request Information” and typing or pasting your comments in the provided text box before hitting one of the “Submit” buttons

State: Division Signing Authority Review

ETHICS CLEARANCE

Approval Process Close Print Export to Word Export to PDF

Project Info Project Team Info

Title *: TEST - F

Start Date:

End Date:

Keywords:

Related Records

Work Flow Action

Submit Cancel

Action:

☐ Approve

☒ Request Information

☐ Forward to Next Signing Authority

☐ Incorrect Department

Comments:

Please clarify section on Risk Assessment on the form and modify Consent Form. Please re-submit GREB application and attach new updated version of Consent Form.

Submit Cancel

Action: Forward to Next Signing Authority

- All GREB applications that require delegated or full board approval should be forwarded to the Ethics Office by clicking on “Forward to Next Signing Authority” and then one of the “Submit” buttons. The application will then be assigned to either Delegated or Full Board Review.

The screenshot displays a 'Work Flow Action' dialog box. On the left, a sidebar shows the 'State: Division Signing Auth' and 'Approval Process' tabs. The main area of the dialog has a title bar 'Work Flow Action' and a close button. Below the title bar, there are 'Submit' and 'Cancel' buttons. The 'Action:' section contains four radio button options: 'Approve', 'Request Information', 'Forward to Next Signing Authority' (which is selected and circled in red), and 'Incorrect Department'. Below this, the 'Comments:' section has a text area containing the text 'Requires Delegated/Full Board Review. Please assign to GREB reviewer(s) .'.

Action: Approve



- This option should be selected when application is approved at Unit level and does not require GREB Full Board or delegated review. Such message should be entered in the Comments section by Unit Chair before clicking Submit button. Once such application comes to Ethics Coordinator, the status will be changed to: “Approved at Unit REB level” and milestone reminder will be set. Those applications will be reported at the annual audit in April.

A screenshot of a web application window titled "Work Flow Action". The window contains a form with two main sections: "Action:" and "Comments:". In the "Action:" section, there are four radio buttons: "Approve" (selected and circled in red), "Request Information", "Forward to Next Signing Authority", and "Incorrect Department". Above these buttons are "Submit" and "Cancel" buttons. In the "Comments:" section, there is a text area containing the text: "Approved at Unit level, no need for General Research Full Board or delegated GREB review. It will be reported to GREB for audit next April." Below the text area are another "Submit" and "Cancel" buttons.



Need assistance/have a question?

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 78426

Email: traq@queensu.ca