RESEARCHER MANUAL SUBMITTING A RESEARCH ETHICS AMENDMENT FORM

Please submit a Research Ethics Amendment Form (Event Form) when you need to make changes to an approved Research Ethics application.

Please note: Romeo is compatible with Internet Explorer, Firefox, Microsoft Edge, Google Chrome and Safari. If you have any problems or questions, please contact the Office of Research and Innovation at reb@unbc.ca.

1. To access Romeo, go to <u>https://unbc.researchservicesoffice.com</u> and click on "Research Portal" (see below). You will also find a link to ROMEO along with self-help and reference materials on the UNBC Office of Research and Innovation website (<u>https://www2.unbc.ca/office-research-and-innovation/romeo-research-portal#Romeo_Forms</u>). This link will take you directly to the login page (Step 2).



2. Login using your UNBC credentials (username@unbc.ca) and password. If you do not have a Romeo account, contact the Office of Research and Innovation at <u>research@unbc.ca</u>. You may be required to verify your identity with the mobile device "Authenticator" app or MFA Hardware Token issued by UNBC ITS to verify your identity, so please ensure that you have this available when you login.

3. The Research Ethics Amendment form can be accessed as an event form. To access event forms, click on the "**Applications: Post-Review**" link on your Romeo home page (see below).

Powered by Process Pathways Product Info		Welcome: Sharleen Balogh Home My Profile Contact Us Help Logout
	UNDEC UNIVERSITY OF NORTHERN BRITSH COLUMBIA Office of Research and Innovation	
BACK TO HOME Search File N	io •	APPLY NEW News Useful Links
Role: Principal Investigator		^
Applications: Drafts	(30)	
Applications: Requiring Attention	(0)	
Applications: Under Review	(2)	
Applications: Post-Review	(1)	
Applications: Withdrawn	(0)	
Events: Drafts	(1)	
Events: Requiring Attention	(0)	
Reminders	(0)	
Role: Project Team Member		A

You will be brought to a screen (similar to the one below), which lists your previous applications, and the options available for each application. Click on the "**Events**" button next to the relevant application.

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BACK TO HOME Search	BACK TO HOME Search File No Vers Useful Links				
Reset Filters Export To Excel					
File No Project Title		Project Title	Principal Investigator	Application Type	Status Snapshot
	Y	Y	7	All	X
View Clone Events Latest Workflow		Test application	Ms. Sharleen Balogh (Office of Research and Innovation)	Research Ethics New Application Form (Certification\Human Ethics)	Project Status: Pending Revisions by Researcher Workflow Status: Approval Decision Made

A screen will open (similar to the one below), which lists all of the available event forms for that application. Click on the "**Research Ethics Board Amendment Form**" to open it.

		UNDER UNIVERSITY OF NORTHEEN SERVIC COLUMBLA Office of Research and Innovation		
BA	CK TO HOME Search	File No APPLY NEW News Useful Links		
Create New Event				
	Event Form Name	Description		
· ·				
	Research Ethics Board Amendment Form	In cases where the nature and/or the extent of the proposed modifications are substantial, such that the changes result in a study that deviates substantially from the originally approved study or previous modified study, the REB reserves the right to require that a new application form be submitted.		
	Research Ethics Board Unanticipated Problem Form	is board Any unanticipated problem that increases the level of risk to participants or has other ethical implications should be reported to the REB without delay. Changes that need to be made to reduce or eliminate immediate risk(s) to participants are to be implemented. followed by a <u>Broblem form</u> this to speak with a member of the board of the regarding this problem places all 250 e06735. Conversations can be derived are advanted and assurance. The form will all need to be completed in due curves.		
	Research Ethics Board Annual Reterval and Study, Progress Exim			
	Research Ethics Reard Study Closure Form This form must be submitted to dose your REB approved study once it has concluded. If the date of expiry listed on your initial approval letter is approaching and your study is not yet complete, please submit an "Annual Renewal and Study Progress Form".			

4. You will be brought to a screen similar to the one below. Under the "**Event Info**" tab, you can enter general comments and notes in the "**Note(s)**" text box (red arrow below). Click "Save" before moving to the next tab (blue arrow below). At any time, you can save your application and continue working on it at a later time. It is always good practice to save your application before changing tabs or leaving the application for an extended period of time.

Event: Annandment File No: 6000220 - Ref No : 2426 PI : Vilkon Tracy(Office of Research and Innovation) Project TMP: Tetra Romoo	Event Form: Research Ethics Board Amendment For
Save. Close Print Export to Word Export to PDF Submit	
Event Info * Research Ethics Board Amendment Form Attachments Logs Errors	
Note(s)	

5. Proceed to the "**Research Ethics Board Amendment Form**" tab. This tab includes eventspecific questions to assess the nature of amendment request. Answer the questions on the "**Research Team**", "**Project Funding**", "**Project Information and Progress**", and "**Requested Study Modifications**" sub-tabs (red rectangle below). NOTE: fields marked with a red asterisk (*) are mandatory, but please answer all questions relevant to your event form submission.

Event: Amendment Tile No: 6009230 - Ref No : 2426 P1 : Wilson Trac/(Office of Research and Innovation) Project Tile : Testing Romeo	Event Form: Research Ethics Board Amendment Form
Save Cose Print Export to Viord Export to PDF Submit	
Event Info * Research Ethics Board Amendment Form Attachments Logs Errors	
*1. Research Team *2. Project Funding *3. Project Information and Progress *4. Requested Study Modifications	
1.1 If there is or will be a new Principal Investigator, or the Principal Investigator's contact information has changed, please provide the name and all contact information below	
12" Have there been, or are there changes to be made to the members of the research team, or to their primary contact information since the last REB approval? Please ensure all changes to the Research Team made since the last REB approval, or to the made through the Anexandment Form, are outlined in this Tab's responses. No	

6. Proceed to the "Attachments" tab. This tab allows you to upload all required attachments. Support documents that are modified from the originally approved version need to have all modifications identified by highlighting and <u>underlining</u> new text, and using strike through for text that is to be removed. Document footers are to be updated with the new document creation date, and version number, that corresponds to the version number of the document file name. Ensure that all documents are named using a consistent and informative naming convention. Please also "check" all that apply from the document list on the tab. Click the "Add Attachment" button at the bottom of the page to attach all updated support documents (red arrow below).



A pop-up window will open. To upload an attachment, click the "**Browse**" button (red arrow below). Enter a **Description**, if applicable. Enter the date of submission as the "**Version Date**". Under the "**Doc Agreement**" pull-down menu, select the type of document you are uploading (Information Letter, Consent Form, Research Proposal, etc.). Click on "**Add Attachment**" (blue arrow below).

Upload Attachment		×
Description:		
Upload Attachment:	Browse Allowed File Types: jorg, jpg, prg, doc, doc, xls, xlsr, bit, pol, ppt, pps, pps, msg.	-
Version Date:	Allowed File Size: 10 MB	
Doc Agreement	Select One	

Click "Save" to save the information on this page.

7. "Logs" tab. There is no information to be entered in this section. You can toggle between "Event Workflow Log" and "Event Log" (red rectangle below) to see where your application is at in the approval process and to see any log activity.

Event: Amendment File No: 600720 - Ref No : 2426 P1: villon Trac/Office / Research and Innovation) Project Trite: Trites Trains gomo			Event Form: Research Ethics Board Amendment Form	
Save Close Print Export to Word Export to PDF Submit				
Event Info * Research Ethics Board Amendment Form Attachments Logs Errors				
Event Workflow Log O Event Log				
Timestamp + Activity Log	Workflow State	Workflow Message	User	Role/Group
No records to display.				

8. "**Errors**" tab. This section will show you where there are errors in your application form. All errors must be corrected before you are able to submit your application.

Frent Amendment fer Noc 6000230 - Ref No : 2436 PE Wildow from Research Ethics Board Amendment For Poper Title : Training Romae Save Core Front Export to Word Export to View Ethics To Form
Event lefe * Research Ethics Based Annandment Form Attachments Lags from
Research Ethics Board Amendment Form -> 1. Research Team:1.2 Have there been, or are there changes to be made to the members of the research team, or to their primary contact information since the last REB approval? is required.
Research Ethics Board Amendment Form -> 1. Research Tearrc1.4 Are you aware of any changes to the real, potential, or perceived conflicts of interest on the part of any personnel involved in the study that have emerged since the study protocol was initially approved? Is required.
Research Ethics Board Amendment Form > 1. Research Tearre1.6 Have there been any changes to the Study Type from "Research" or "Classroom Project", by Paculty, Post Doctoral Felow, Graduate Student, or Undergraduate Student? a required.
Research Ethics Board Amendment Form -> 2. Project Funding-2.1 Have there been any changes to the funding of this protocol since the most recent ethics approval? Is required.
Research Ethics Board Amendment Form -> 3. Project Information and Progress:3.1 Date research will continue/resume: is required.
Research Ethics Board Amendment Form -> 3. Project Information and Progress:3.2 Date research is expected to be completed; is required.
Research Ethics Board Amendment Form >> 3. Project Information and Progress:3.3 Does this protocol involve the active recruitment of human participants? 3"No", proceed to question 3.9, is required.
Research Uthics Board Assendances Form > 3. Project Information and Progress 3.9 An unanticipated problem may have implications for the conduct of the study or the integrity of the research data. After reading the definition of "unanticipated problem" in the guidance note, are there any unanticipated problem may have implications for the conduct of the study or the integrity of the research data. After reading the definition of "unanticipated problem" in the guidance note, are there any unanticipated problem may have implications for the conduct of the study or the integrity of the research data. After reading the definition of "unanticipated problem" in the guidance note, are there any unanticipated problem may have implications for the conduct of the study or the integrity of the research data. After reading the definition of "unanticipated problem" in the guidance note, are there any unanticipated problem may have implications for the conduct of the study or the integrity of the research data. After reading the definition of "unanticipated problem" in the guidance note, are there any unanticipated problem may have implications for the conduct of the study or the integrity of the research data.
Research Ethics Board Amendment Form -> 3. Project Information and Progress:3.11 Please provide a brief summary of the overal progress of the study. Include detais on adjustments to the study implementation and its timelines, is required.
Research Ethics Board Amendment Form -> 4. Requested Study Modifications:4.1 Please outline the proposed modification(s) to the study, including the rationale for these changes, is required.
Research Ethics Board Amendment Form -> 4. Requested Study Modifications+.2 Does the proposed amendment make any modifications to recruitment of participants? is required.
Research Ethics Board Amendment Form -> 4. Requested Study Modifications:4.4 Does the proposed amendment make any modifications to participant selection criteria (e.g., individuali' characteristics, associations, target number of, pool, group, etc.)? is required.
Research Ethics Board Amendment Form >> 4. Requested Study Modifications-4.6 Does the proposed amendment make any modifications to the method(s) of data collection, transfer, storage, or disposition/destruction? is required.
Research Ethics Board Amendment Form > 4. Requested Study Modifications-4.8 Does the proposed amendment make any modifications to the consent process, or require any past participants to re-consent to accommodate the amendments for the protocol? is required.
Research Ethics Board Amendment Form > 4. Requested Study Modifications4.10 Will the proposed amendments result in any change to risk for the study participants and/or research team beyond what was originally anticipated? Is required.

9. **Final Processes**. Click to "**Save**" the information entered in your application. You can also choose to "Print", "Export to Word", or "Export to PDF" your application.

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10. When you are ready, click to "**Submit**" your Amendment Form to the Office of Research and Innovation. Once you do so, a Work Flow Action comment box will pop up. If you have any additional comments, enter them here. Please do not put any confidential or sensitive information in the comment box, as this can be seen by reviewers and Office of Research and Innovation staff.

Event: Amendment File No: 6009230 - Ref No : 2426 P1 : Vilson Tracy(Office of Research and Innovation) Project Title: Testing Romeo	Event Form: Research Ethics Board Amendment Form
Save Close Print Export to Word Export to PDF Submit	
Event Info Research Ethics Board Amendment Form Attachments Logs Errors	
Note(s)	