RESEARCHER MANUAL SUBMITTING A RESEARCH ETHICS STUDY CLOSURE FORM

Please submit a Research Ethics Study Closure Form (Event Form) when you need to close your 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.

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3. The Research Ethics Study Closure 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).

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.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA Office of Research and Innovation					
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	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	Y	Y	7	All	Y
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 Study Closure Form**" to open it.

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	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	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 report to the REB at the earliest opportunity. Minor deviations from the approved research project do not require immediate reporting to the REB, and may be summarized and submitted at the time of Annual Renewal, or Study (Doarre through an Amendment Form, if you would like to speak with an member of the board chair or the board chair preading this problem plaste and 1300 960-973. Conversations can be of immediate reporting to the Form will still need to be completed in due course.			
	Research Ethics Roard Annual Renewal and Study Progress Form	Reneval and Study. Progress Reneval and Study. Progress Financial State and Study. State and Study in the Study is complete, please thill out the "Study Closure Form" instead. It you have changes to be reviewed for this study, they will need to be recorded on an Amendment the New and clowither and Study or a repeared or a mendment have a mendmen			
	Research Ethics Board Study Closure Form	and Study 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 Reneval 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.

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Event Info * Research Ethics Reard Study Closure Form Attachments Logs Errors	
Note(s)	

5. Proceed to the "Research Ethics Board Study Closure Form" tab. This tab includes eventspecific questions to assess the closure request. Answer the questions on the "Study Completion", "Study Changes and Unanticipated Problems", "Dissemination of Results", and "In-Person Research Activities with Increased Risk of Communicable Diseases" 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: Study Cloure He flux: 2429 FI: Without Tracy(Office of Research and Xinovatan) Project Title: France Save Close Privet Depart to PStrift Submat.	Event Form: Research Ethics Board Study Closure Form
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13* Has all participant data collection been completed? Ore	
In	
To for you answered "Yes" to be operation above, please associate the reasoning to class the reasoning to cla	

6. Proceed to the "**Attachments**" tab. This tab allows you to upload any related attachments. Click the "**Add Attachment**" button at the bottom of the page to attach 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).

Description:		
Upload Attachment:	Browse	
	Allowed File Types: .jpeg.jpg.png.doc.docx.xls.xlsx.bt.pdf.ppt.pptx.pps.psx.m	
	Allowed File Size: 10 MB	
Version Date:	111	
Doc Agreement	Select One	
	ent Cancel	

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

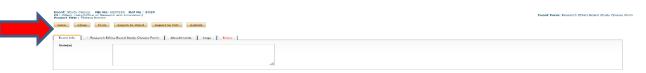
7. "Logs" tab. There is no information to be entered in this section. You can toggle between "Event Workflow Log" and "Event Log" (red rectangle below) to see where your application is at in the approval process and to see any log activity.

Event: Study Closure File No: 6009230 - Ref No : 2429 PI : Wilson Tracy(Office of Research and Innovation) Project Title : Testing Romeo					Event Form: Research Ethics Board Study Closure Fo
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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.

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Research Ethics Board Study Closure Form -> 1. Study Completon: 1.1 Date of Study Completon is required.	
Research thics Board Study Closure Form > 1. Study Completion: 1.2 Please provide the reason for the completion of this study. is required.	
Research tthics Board Study Glosure Form -> 1. Study Completion:1.3 Has all participant data collection been completed? is required.	
Research Ethics Board Study Closure Form > 1. Study Completon: 1.4 Are there any further contacts expected to occur with research participants that would alter research outcomes (e.g., transcript review, withdrawal of data from study, consultation regarding interpretation of study results)? is required.	
Research Ethics Board Study Closure Form -> 1. Study Completion: 1.7 Was data collected with broad cansent for future secondary use? is required.	
Research Ethics Board Study Closure Form -> 1. Study Completion: 1.9 Total number of participants that were enrolled in the study. Is required.	
Research Ethics Board Study Closure Form > 1. Study Completion: 1.10 Have there been any participant withdrawals? Is required.	
Research Lithics Board Study Closure Form -> 2. Study Changes and Unanticipated Problems: 2.1 Summarize any minor changes made to the study since the most recent approval, in keeping with TCPS2 Article 6.16. Attach any changed participant facing documents. Is required.	
Research Ethics Board Study Closure Form > 2. Study Charges and Unanticipated Problems:2.2 Have there been any unanticipated problems associated with this research? is required.	
Research Ethics Board Study Closure Form -> 3. Dissemination of Results:3.1s data analysis complete (i.e., there is no further requirement for access to personally identifiable information)? is required.	
Research Ethics Board Study Closure Form > 3. Desemination of Results:3.2 Please describe the final disposition/storage of each research related data formats (i.e., recordings, transcripts, field notes, surveys, concert forms, Initage keys, etc.). is required.	
Research Ethics Board Study Closure Form -> 3. Dissemination of Results 3.3 Have the plans to distribute results back to the participants been completed (i.e., as described in 5.8 of the approved application)? Is required.	
Research Ethics Board Study Closure Form -> 3. Dissemination of Results 3.4 Please describe any variations made to the planned distribution of results reported back to participants, and explain why the variation was necessary, is required.	
Research thics Board Study Closure form -> 3. Dosemination of Results:3.5 Please indicate if you have any further dissemination activities; stating any new dissemination averues (e.g., to targeted specific innoiledge users), is required.	
Research (Ebics Board Study Closure Form > 4, In Ferson Research Activities with Doresed Risk of Communicable Deseses 1. Since the most recent ethics approval, has there been any new information or changes in the PABic Health Officer's anguing updates and recommendations that impact this study? 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.



10. When you are ready, click to "**Submit**" your Study Closure Form to the Office of Research and Innovation. Once you click "submit", 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: Study Clasure File No: 5009220 - Ref No: 2429 P1 : Wilson Tracy(Office of Research and Innovation) Project Title : Testing Romeo	<u> </u>	Event Form: Research Ethics Board Study Closure Form
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Event Info Research Ethics Board Study Closure Form Attachments Logs Error	b	
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