

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 <https://unbc.researchservicesoffice.com> 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 (https://www2.unbc.ca/office-research-and-innovation/romeo-research-portal#Romeo_Forms). 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 research@unbc.ca. 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).

A screenshot of the Romeo home page dashboard. At the top, there is a navigation bar with "Welcome: Sharleen Balogh" and links for "Home", "My Profile", "Contact Us", "Help", and "Logout". Below this is a banner image with the UNBC logo and "Office of Research and Innovation". The main content area features a search bar and a list of application and event counts. A red arrow points to the "Applications: Post-Review" link in the list.

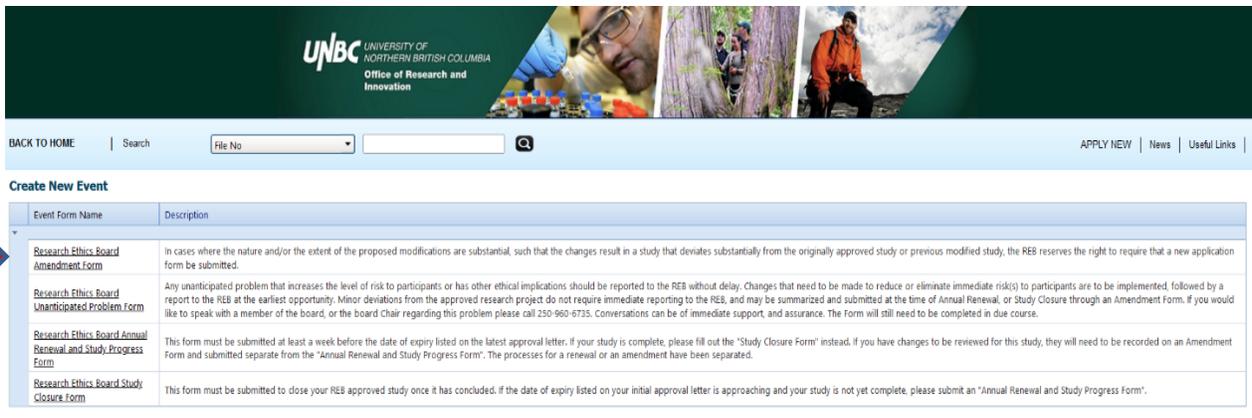
Role: Principal Investigator	
Applications: Drafts	(30)
Applications: Requiring Attention	(0)
Applications: Under Review	(2)
Applications: Post-Review	(1)
Applications: Withdrawn	(0)
Events: Drafts	(1)
Events: Requiring Attention	(0)
Reminders	(0)

Role: Project Team Member

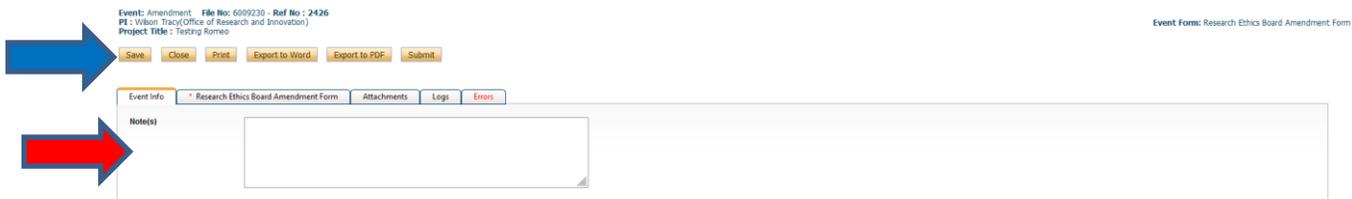
You will be brought to a screen (similar to the one below), which lists your previous applications, and the options available for each application. Click on the “Events” button next to the relevant application.



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.



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.



5. Proceed to the “Research Ethics Board Amendment Form” tab. This tab includes event-specific 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 File No: 609230 - Ref No: 2426
PI: Wilson Tracy (Office of Research and Innovation)
Project Title: Testing Romeo

Save Close Print Export to Word 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.

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?
Please ensure all changes to the Research Team made since the last REB approval, or to be made through this Amendment Form, are outlined in this Tab's responses.

Yes
 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 **underlining** 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).

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Event Info Research Ethics Board Amendment Form Attachments Logs Errors

Please use "Add Attachment" button at the bottom of this page to attach all necessary support documents for your Research Ethics Amendment Form application. Support documents that are modified from the originally approved version need to have all modifications identified by **highlighting** and **underlining** 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 to use a consistent and informative naming convention for each document file name.

Documents that pertain to your study may include:
TCPS2 CORE Certificate (required for all undergraduate and graduate student researchers engaged in human participant research); Other REB approvals; Consents from Aboriginal groups or organizations; Other required consents; Safe Research Plan for In-Person Research involving populations that may face increased risk of COVID-19, or communities where local policies and protocols are in place regarding the pandemic; Participant recruitment materials (e.g., posters, letters, email scripts, and media advertisements); Participant information letter(s); Participant consent form(s); Interview protocols, questionnaires, survey instruments (As per TCPS2, Article 10.5, in studies using emergent design in data collection final versions of questionnaires or interview schedules must be submitted to the REB as soon as they become available); Research assistants/transcriber confidentiality agreement(s); Research contract(s); Research proposal; Any other applicable documents.

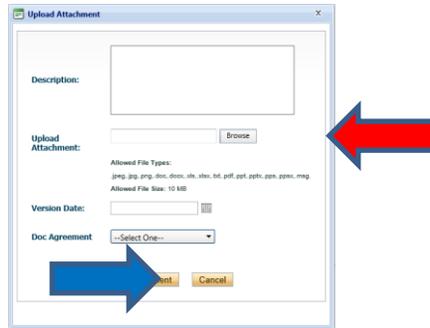
Please refer to these Guidelines and Templates in preparing supporting documents:

Research Risk Assessment Guidelines.pdf
Information Letter and Consent Form Guidelines.docx
Confidentiality and Non-Disclosure Agreement template.docx
REB Template for Amendment Application Development.docx
Recruitment_Poster_Template.docx

Add Attachment

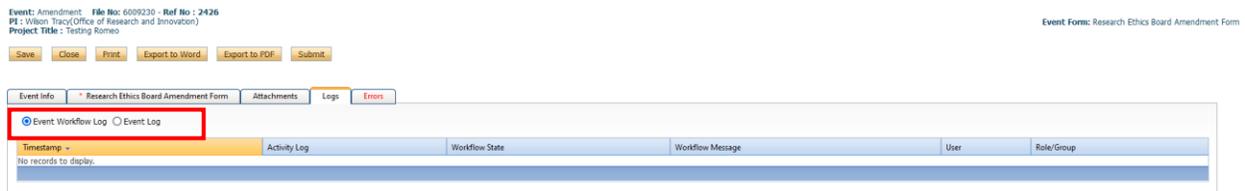
NOTE: The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 10MB.

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).

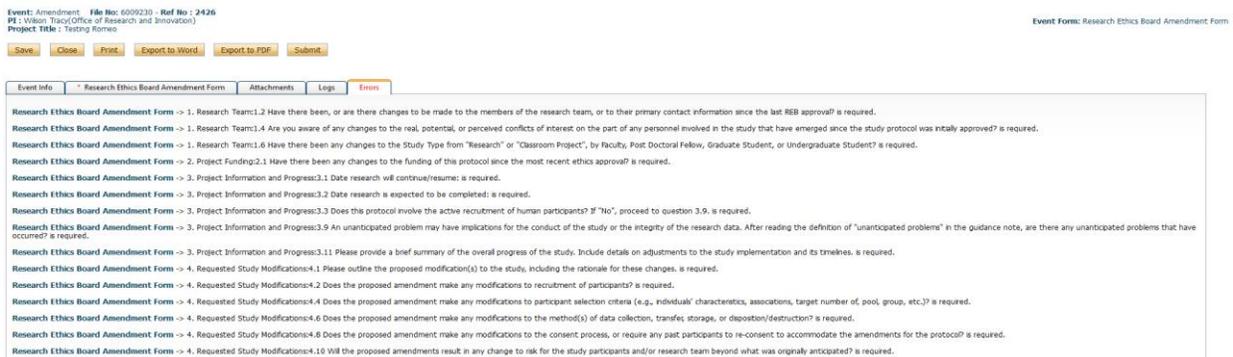


Click “**Save**” to save the information on this page.

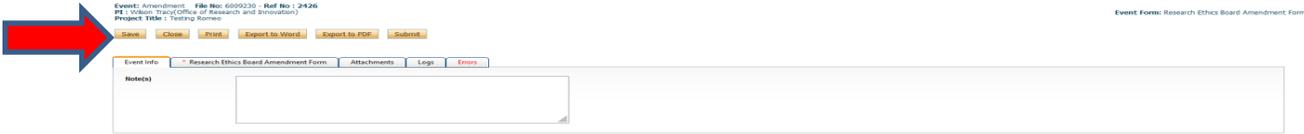
7. “**Logs**” tab. There is no information to be entered in this section. You can toggle between “**Event Workflow Log**” and “**Event Log**” (red rectangle below) to see where your application is at in the approval process and to see any log activity.



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.



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 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.

