Quick Reference Guide
Providing Ethics Certifications to the RSO

Did You Know . . .

- That the requirements for ethics certifications for all research projects at the University of Alberta flow from the Tri-Agency Agreement on the Administration of Agency Grants and Awards by Research Institutions (the "Agreement").
- That the Agreement stipulates that the University must "allow access to grant funds only after the Institution's Research Ethics Board ("REB"), or an REB designated by the Institution, has approved the research project?
  - Human and Animal approvals are managed by Research Ethics Office (REO), and
  - Biohazard approvals are managed by the Hazard Management Biosafety Officers in the Environment, Health and Safety (EHS) Unit.
- Under certain circumstances, a Release of Funds Agreement may be granted by REO. Important Note: In absence of a Release of Funds Agreement, expenses incurred prior to your ethics approval are considered ineligible.

Detailed Instructions

Human & Animal Ethics Approval
1. Create a new protocol with RED via REMO or identify which existing protocol(s) cover the project.
2. If you have an existing protocol, please use Change Funding in REMO to add project ID and funding source to your existing protocol(s).
   Change Funding instructions:
   a) Open the protocol study you wish to add new funding to.
   b) On the left side of the screen, locate "Change Funding" option under "My Activities".
   c) Open the screen to add RES project ID and sponsor to the protocol study.
   d) Scroll to the bottom of the screen and click OK.
   e) Changes made will be immediately logged into the approved study.
   R E O V i d e o T u t o r i a l s : H u m a n E t h i c s a n d A n i m a l E t h i c s
3. RSO project IDs (e.g., RESxxxxxx) must be visible in REMO. If you do not know your project ID, please search your Researcher Home Page (login) or contact your faculty-assigned Research Facilitator.
4. Once approved, send an e-mail to your RSO contact citing your RSO Project ID and the relevant "PRO" and/or "AUP" number(s).
5. Contact the RSO at reooffice@ualberta.ca with questions pertaining to human or animal ethics approval.

Biohazard Approval
Please note that biohazard approvals are project-specific (e.g., this is not the biosafety registry that covers your lab).
1. Fill out a new application form with the Biosafety Officers (or a subsidiary application form if you have an existing biohazard approval that is similar).
   - These Biohazard Approval Applications are listed on the EHS website in the Forms and Documents page under "Biological hazards" (new grant or subsidiary grant).
2. Include a copy of your grant application or experimental plan for the project.
3. Submit the application package to biosafety@ualberta.ca. No further action is required. Letters of biohazard approval are automatically copied to RSO.
4. Email biosafety@ualberta.ca with any questions relating to biohazard approval.

External Ethics Approvals
The University of Alberta has formal ethics reciprocity agreement(s) in place with a number of external agencies. Please provide a "paper" copy of your external approval(s) to RSO.