Supervisor Approval

An application submitted by student Principal Investigators must be approved by their Academic Supervisor, within the online system, before it can be routed to the REB. For an application to route to the Supervisor, a student must correctly configure their profile to reflect their student status.

Important Notes for Supervisors:

- You must be in your supervisor “role” in the online system to see your student’s application.

- You cannot see your student’s application until the student submits it (ie. you will not be able to see an application while it is in the “pre-submission” state).

- You cannot edit your student’s application.

Procedure:

1. When your student submits their ethics application, you will receive an email notification that “Supervisor Approval is Required for Ethics Application Pro000XXXXX”.

2. There are 2 ways to access the application:
   a. Within the email, click on the application ID link (Pro000XXXXX), which will take you to the online ethics application.
   or
   b. Log in to the online system directly and find the application under the “My Inbox” tab in your Dashboard.
3. If you log in to the online system directly, make sure you are working in your Supervisor role (i.e. you may need to click on the word “Supervisors”). Click on the application’s name to open it.

4. To review the application, click “View Study”, then use the “Continue” button to move through the application.
5. To request changes and send the application back to the student, click “Changes Requested by Supervisor”.

6. A text box will open up in which you can outline your notes/requested revisions to your student. Then click “OK” to send the change request to the student. When the student completes the changes and re-submits the application, it will return to you for another review.
7. To approve the application, which will allow it to be routed to the REB for review, click “Issue Faculty Supervisor Approval”.

Additional Notes:

- Each time the REB returns the application to the student, the changes will need to be reviewed and approved by the Supervisor when the student re-submits the application.

- Any amendment or renewal submissions created by the student will also flow through the Supervisor Approval process.

If you have any difficulties with the processes outlined above, please contact the Research Ethics Office by email (reoffice@ualberta.ca) or call 780-492-0459.