
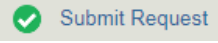
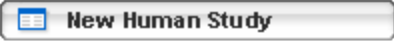


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To: All Covenant Health Researchers

The Health Research Ethics Board has been designated to review applications from Covenant Health researchers who do not have a University appointment (province-wide).

The following outlines the process for Covenant Health Researchers to apply for ethics:

1. If you do not have a valid (active) University of Alberta CCID - contact the [Research Ethics Office](#) to request one.
2. Once you have your CCID, log into the online system and click  to request a "Human Research - Principal Investigator/Co-investigator" role.
 - a. Click Continue to move to the second page and answer the four questions.
 - b. Set the Department/Employer to "Covenant Health".
 - c. Click Continue and you will exit the form.
 - d. Click  on the left, then click OK, to complete the request. You will receive a message right away that the role has been granted.
 - e. A help video detailing this process can be found [here](#).
3. To start your application, click the button  from your Dashboard.
 - a. In Section 1.1 (5.0), list yourself as the local Principal Investigator
 - b. In Section 1.1 (6.0), set the Type of research/study to "Covenant Health".
 - c. Leave Section 1.1 (7.0) blank. There is no need to list a supervisor in the REMO application.
4. When the application is complete, Save and Exit the application. Click Submit Study on the left when you are ready to submit your ethics application for review.

Note:

Approval by the Health Research Ethics Board does not encompass authorization to access the patients, staff or resources of Covenant Health. Inquiries regarding Covenant Health approval to conduct research (Operational or Administrative) should be directed to 780.735.2274 or research@covenanthealth.ca.

For additional details on doing research with Covenant Health please review the information at <https://www.covenanthealth.ca/research-centre/research-administration/research-policy-process>

Troubleshooting:

1. If you are eligible for a role but have been rejected, contact reoffice@ualberta.ca and include a screen shot of the error.

2. If you did not receive a granted message, and you do not see the Request Additional Role button on your Dashboard, then it is likely you have not completed the request and it is in a "pre-submission" status. If this happens:
 - a. Click on the General tab in your Dashboard.
 - b. Click on the role request that is in "pre-submission".
 - c. Finish the role request per the relevant instructions noted above.
 - d. Submit the request.
 - e. If needed, this [help video](#) will show you how to request an additional role.