


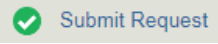

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To: All Grant MacEwan University Researchers

The Health Research Ethics Board (Health Panel and Biomedical Panel) is the designated Research Ethics Board (REB) to review applications from researchers at Grant MacEwan University who will be conducting research which involves Health Information under the control of a data custodian as defined in the Health Information Act.

The following outlines the process for Grant MacEwan University researchers to apply to HREB:


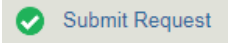

Faculty Members:

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 the “Human Research - Principal Investigator” role.
 - a. Click Continue to move to the second page and answer the four questions.
 - b. Set the Department/Employer to “MacEwan University (Department)”.
 - 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 "External Researcher".
 - c. 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.

Student Researchers (ie. undergraduate and graduate students):

The HREB does not accept applications from student Principal Investigators. Instead, we ask that the Supervisor be listed as the Principal Investigator and the Student be listed as a Co-Investigator.

1. If you do not have a valid (active) University of Alberta CCID, contact the [Research Ethics Office](#) to request one.

2. Your academic supervisor will also need to request a CCID and complete #2 above to request the role of “Human Research - Principal Investigator”.
3. 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 “Student” and answer “yes” to the question “Are you a student/trainee”.
 - 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](#).
4. To start your application, click the  button from your Dashboard.
 - a. In Section 1.1 (5.0), list your Supervisor as the Principal Investigator
 - b. In Section 1.1 (9.0) list yourself as the Co-investigator
 - c. In Section 1.1 (6.0), set the Type of research/study to "External Researcher".
 - d. Leave Section 1.1 (7.0) blank. There is no need to list your supervisor here.
 - e. The Co-investigator can complete the application. Save and Exit the application.
 - f. The *Principal Investigator* will need to *submit* the study (click “Submit Study” on the left) to the REB the first time it is submitted; however, the Co-Investigator can submit any requests for changes after the initial submission.

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.