UNIVERSITY OF ALBERTA

RESEARCH ETHICS OFFICE

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To: External Researchers

The following outlines the process for external researchers to apply to a University of Alberta REB.

1. You will need to request a University of Alberta CCID by contacting the Research Ethics Office to request one. You will need to provide a current CV and a short explanation of your reasons for applying to a University of Alberta REB (ie. short study synopsis).

2. Once you have your CCID, log into the online system and click Request Additional Roles 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 "VPR – Research Ethics Office".
    c. Click Continue and you will exit the form.
    d. Click Submit Request 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 New Human Study 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.

Notes:

1. Ethics approval from your home institution should be obtained BEFORE submitting to REB.

2. In the Documentation section of the application, upload the following documents:
    a. Ethics application from your home institution
    b. REB Approval letter from your home institution
    c. Approved consent documents (if applicable)
    d. Any other documentation that formed part of the ethics application at your home institution

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 “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.