
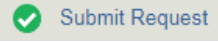



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To: External Researchers

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  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  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.

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.