


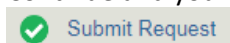
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To: All Royal Roads University Researchers

REB 3 (HREB - Health Panel) is the designated Research Ethics Board (REB) to review applications from researchers enrolled at Royal Roads University who will be conducting research under the jurisdiction (ie. accessing patients, staff and/or their data) of the University of Alberta, Alberta Health Services (province-wide) or Covenant Health (province-wide) as part of their research.

The following outlines the process for Royal Roads researchers to apply to REB 3:

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 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. Leave Section 1.1 (7.0) blank. There is no need to list your Royal Roads academic supervisor in the REMO application.
 - d. 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:

1. Ethics approval from Royal Roads should be obtained BEFORE submitting to REB 3.
2. In the Documentation section of the application, upload the following documents:
 - a. Royal Roads ethics application
 - b. Royal Roads REB Approval letter
 - c. Approved consent documents (if applicable)
 - d. Any other documentation that formed part of the Royal Roads ethics application

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.