To: All St. Stephen’s College Researchers

The following outlines the process for researchers (Faculty and students) from St. Stephen’s College to apply to the University of Alberta REBs:

**Faculty Members (including Department Chairs and PD Committee Members):**

1. If you do not have a valid (active) University of Alberta CCID, contact the Director of Academic and Administrative Services at St. Stephen’s College to request one.

2. Using your University CCID, log into the system and click to request the “Human Research - Principal Investigator/Co-investigator” role.
   a. Click Continue to move to the second page and answer the four questions. For #3.0, set the Department/Employer to “St. Stephen’s College Department”. Leave #4.0 blank.
   b. Click Continue and you will exit the form.
   c. Click on the left, then click OK to complete the request. You will receive a message right away that the role has been granted.
   d. 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 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):**

1. If you do not have a valid (active) University of Alberta CCID, contact the Director of Academic and Administrative Services at St. Stephen’s College to request one.

2. Your academic supervisor will also need to have a CCID and complete #2 above to request the role of “Human Research - Supervisor”. For all student research conducted at St. Stephen’s College, your “Human Research - Supervisor” will be the individual who approves your research project (for DMin students, it will be a member of your PD Committee; for MPS/MTS students, it will be your Department Chair). See “How to – Supervisor Approval” on our website.
3. Using your CCID, log into the system and click on **Request Additional Roles** to request a “Human Research - Principal Investigator/Co-investigator” role.
   a. Click Continue to move to the second page and answer the four questions. For #1.0, answer “yes” to the question “Are you a student/trainee” and for #3.0, set the Department/Employer to “Student”. Leave #4.0 blank.
   b. Click Continue and you will exit the form.
   c. Click on the left, then click OK to complete the request. You will receive a message right away that the role has been granted.
   d. A help video detailing this process can be found [here](#).

If you are applying to REB 1 or REB 2 (ie: you are conducting research which does not involve recruiting participants from a health care institution like AHS, Covenant Health, etc.):

4. To start your application, click the **New Human Study** button from your Dashboard.
   a. In Section 1.1 (5.0), list yourself as the Principal Investigator.
   b. In Section 1.1 (6.0), set the Type of research/study to "External Researcher".
   c. In Section 1.1 (7.0), list your Supervisor (either PD Committee member [DMin] or Department Chair [MPS/MTS]).
   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. Your Supervisor will be notified to review your application and if they approve, the application will then be forwarded to the REB for review. See “How to – Supervisor Approval” on our website (also helpful for the Student to understand how applications move to and from your Supervisor).

If you are applying to REB 3 or REB 4 (ie: you are conducting research which involves recruiting participants from a health care institution like AHS, Covenant Health, etc.):

5. Students cannot be the Principal Investigator of an application submitted to the HREBs (REB 3 and REB 4). For these applications, we ask that the academic Supervisor (either PD Committee member [DMin] or Department Chair [MPS/MTS]) be listed as the Principal Investigator and the student be listed as the Co-investigator of the application.

6. To start your application, click the **New Human Study** button from your Dashboard.
   a. In Section 1.1 (5.0), list your Supervisor (either PD Committee member [DMin] or Department Chair [MPS/MTS]) 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. In Section 1.2 (1.0) chose St. Stephen’s College as the Department.
   e. Leave Section 1.2 (2.0) blank.
   f. When the application is complete, Save and Exit the application.
g. In the online ethics system, only the Principal Investigator can submit the study the first time it is submitted. As such, when you are ready to submit the study, please have the Principal Investigator click the Submit Study button on the left-hand side of the screen. The Co-Investigator (Student) can manage any requests for changes after the initial submission.

h. The study will then route to the St. Stephen’s Department approver (= St. Stephen’s College Dean) and if they approve, the application will then be forwarded to the REB for review.

**Troubleshooting:**

1. If you receive a “rejected” message when requesting a role, 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.