

Getting Started


If you have never used the online system or you are unsure of how to use it, the [Research Ethics Office](#) website has [help documents or video tutorials](#) that show how to navigate and do various functions in the system.

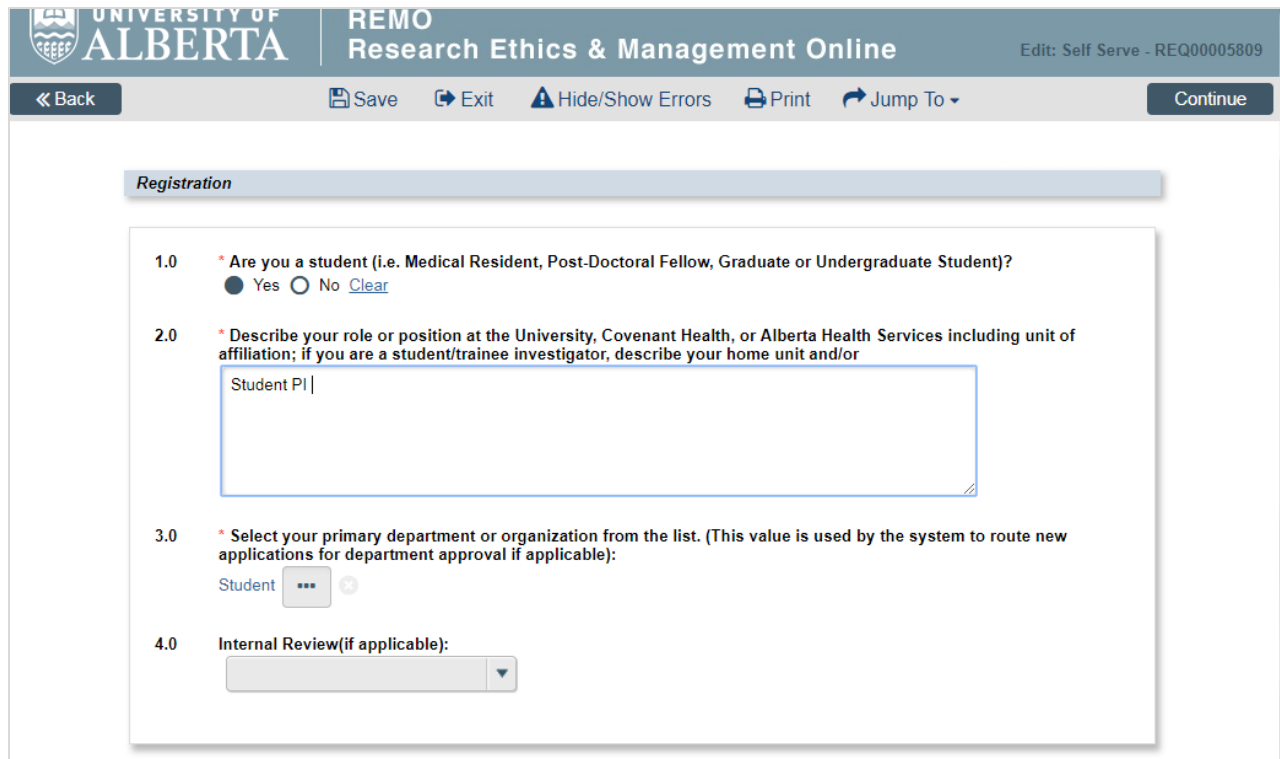
For purposes of the online system, Students are defined as: undergraduate, graduate, post-graduate, post-doctoral fellows, or medical residents.

University of Alberta students can be named as the Principal Investigator on applications to REB 1 or REB 2. However, students cannot be named as the Principal Investigator on applications to REB 3 or REB 4 (instead, we ask that your Academic Supervisor be listed as the Principal Investigator and the Student be listed as a Co-investigator).

All Students

All Students need to do the following to get started in the online system:

1. Log on to the online system using your CCID and password.
2. Click  in the gray section on the left of the screen.
3. Select the role: “Human Research - Principal Investigator/Co-investigator”, and click Continue.
4. Answer the four questions on the page. For #1.0-Are you a student? – answer “yes”. For #3.0 – set your primary department to “Student”.



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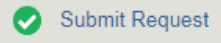
Registration

1.0 * Are you a student (i.e. Medical Resident, Post-Doctoral Fellow, Graduate or Undergraduate Student)?
 Yes No [Clear](#)

2.0 * Describe your role or position at the University, Covenant Health, or Alberta Health Services including unit of affiliation; if you are a student/trainee investigator, describe your home unit and/or

3.0 * Select your primary department or organization from the list. (This value is used by the system to route new applications for department approval if applicable):
 Student

4.0 Internal Review(if applicable):

5. Click Continue and you will exit the form.
6. Click  on the left, then click OK to complete the request. You will receive a message right away that the role has been granted.
7. A help video detailing this process can be found [here](#).

Students Applying to REB 1 or REB 2

For students applying to REB 1 or REB 2, your Academic Supervisor needs to review and approve your application before going to REB review.

To start your application, click  from your Dashboard.

- a. In Section 1.1 (5.0), list yourself as the Principal Investigator
- b. In Section 1.1 (7.0), list your Supervisor here.
- c. In Section 1.1 (6.0), select the appropriate Type of research/study.

When your application is completed, click “Submit Study” on the left of the screen. The system will then forward your application to your Supervisor for review. Your Supervisor may request changes from you within the system, and you will be notified of the request with a system email. If your Supervisor

approves the application, it will then forward to REB for review. If needed for your Supervisor, [see “How to- Supervisor Approval” on our website.](#)

Students Applying to REB 3 or REB 4

REB 3 and REB 4 **do not** accept applications from student Principal Investigators. Instead, we ask that your Academic Supervisor be listed as the Principal Investigator and the Student be listed as a Co-investigator.

To start your application, click  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), select the appropriate Type of research/study.
- 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 manage any requests for changes after the initial submission.

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.

If you have any difficulties using the online system, please contact the Research Ethics Office at reoffice@ualberta.ca or 780-492-0459.