



UNIVERSITY
OF MANITOBA

Office of the Vice-President
(Research and International)

Office of Research Services

Fort Garry Campus
540 Machray Hall
Winnipeg, MB
Canada R3T 2N2
Phone +204-474-8418
Fax +204-261-0325
research@umanitoba.ca

Note: The following message pertains solely to *Health Research Ethics Board* submissions to the Bannatyne Campus Human Ethics REB office.

Dear Researchers:

Under the ROSE project, the Bannatyne Office of Human Ethics has adopted a new electronic software system to store and manage all ethics related documentation. We recognize changes to procedures are challenging and we are asking for your assistance and cooperation as we move to implement the new system. Details of the changes follow below.

The introduction of the software began at the end of August 2011. Currently, no change in the review process is being implemented - only the way the office is storing ethics related documentation is changing. In this transition, all submissions will continue to include the required number of hard copies listed on the website **with the addition of a CD, DVD or memory stick containing all documentation that is being submitted in the hard copy.**

To prepare the CD or DVD for submission please create a folder for your specific study on a new CD or DVD and place all study-related documents into this folder. When transferring files to the CD or DVD please copy over the document files so they are in the same order as the hard copy submission. If you choose to submit the documents on a memory stick, please use a new stick and save the information in the same way as described for the CD or DVD. Essentially the electronic copy, whether CD, DVD or memory stick, must mirror the hard copy.

To help manage the many submissions that come into the office it is essential that you label the CD or memory stick with the PI's last name and first initial as well as the human ethics reference number (if you have it).

If you have questions or are unable to transfer the files to either a CD, DVD or a memory stick, please contact Chris Silivestru at 474-9724 or at:

Chris_Silivestru@umanitoba.ca

We recognize supplying the electronic version of materials is an additional step in the submission process and we thank you in advance for your understanding and support as we work to move to the new system.

Best wishes in your endeavours.

Ms. Terry Hnatiuk
Research Information Systems Manager
Office of Research Services
540 Machray Hall