

# Quick Reference Guide

## Research Administration System (RAS)

Last Modified: June 10, 2022

### Contents

Logging In .....	2
Layout & Navigation.....	2
Certifications .....	2
Add Certifications.....	2
Find a Protocol .....	3
Protocol Layout.....	3
Submissions.....	5
Create New Initial Application .....	5
Complete Initial Application.....	5
Submit Initial Application.....	5
Create Additional Submissions .....	6
Submit Submission.....	7
Save/Resume Submission .....	7
Errors on Submission .....	7
Protocol Management - Lifecycle Event Manager.....	8
View Status of Submission .....	8
Withdraw Submission .....	8
Delete/Reassign Submission .....	8
Review Process.....	9
Complete Review – Chair/REB Member .....	9
Review Agenda.....	9
Review Minutes .....	10

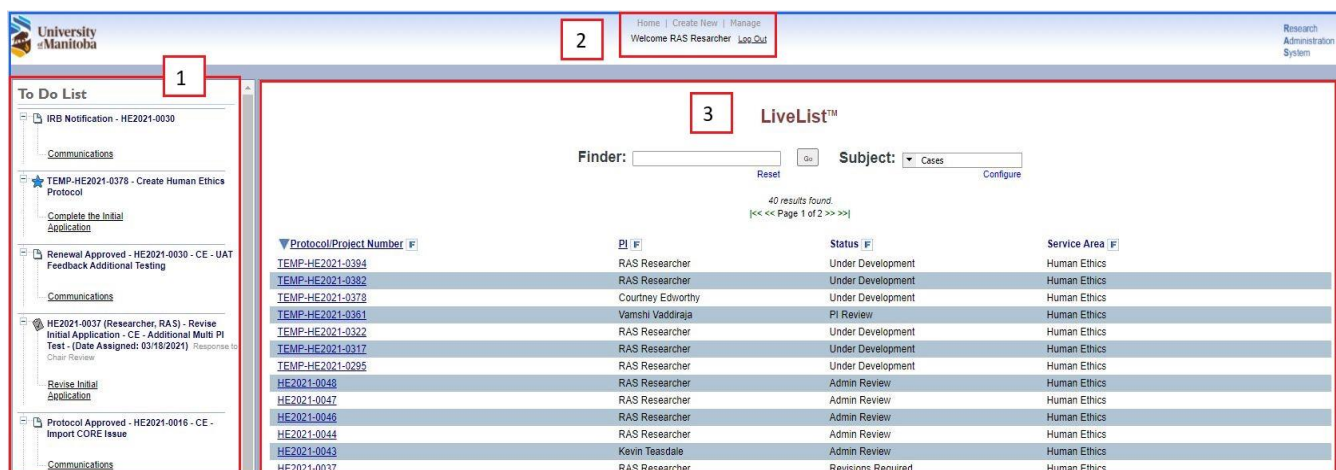
## Logging In

1. Go to: <https://researchadminsystem.umanitoba.ca/home/>
2. Login using your University of Manitoba email and password

## Layout & Navigation

### To Do List View – Default View

1. **To Do List** – The To Do List contains tasks and messages for the logged in user to complete.  
**Note:** If you do not see the To Do List pane to the left this means you do not have any tasks to complete.
2. **Menu Bar** – The Menu Bar provides access to major functions of the system based upon the role(s) assigned to the user.
3. **LiveList** – This displays all Protocols & Projects where you have View, Edit or Signature access functionality.



The screenshot shows the Research Administration System interface. On the left is the 'To Do List' pane (labeled 1) with tasks such as 'IRB Notification - HE2021-0030' and 'TEMP-HE2021-0378 - Create Human Ethics Protocol'. At the top is the 'Menu Bar' (labeled 2) with options like 'Home', 'Create New', 'Manage', and 'Welcome RAS Researcher'. The main area is the 'LiveList™' (labeled 3) which displays a table of protocols and projects.

Protocol/Project Number	PI	Status	Service Area
TEMP-HE2021-0394	RAS Researcher	Under Development	Human Ethics
TEMP-HE2021-0392	RAS Researcher	Under Development	Human Ethics
TEMP-HE2021-0378	Courtney Edworthy	Under Development	Human Ethics
TEMP-HE2021-0361	Vamshi Vaddiraja	PI Review	Human Ethics
TEMP-HE2021-0322	RAS Researcher	Under Development	Human Ethics
TEMP-HE2021-0317	RAS Researcher	Under Development	Human Ethics
TEMP-HE2021-0295	RAS Researcher	Under Development	Human Ethics
HE2021-0049	RAS Researcher	Admin Review	Human Ethics
HE2021-0047	RAS Researcher	Admin Review	Human Ethics
HE2021-0046	RAS Researcher	Admin Review	Human Ethics
HE2021-0044	RAS Researcher	Admin Review	Human Ethics
HE2021-0043	Kevin Teasdale	Admin Review	Human Ethics
HE2021-0037	RAS Researcher	Revisions Required	Human Ethics

## Certifications

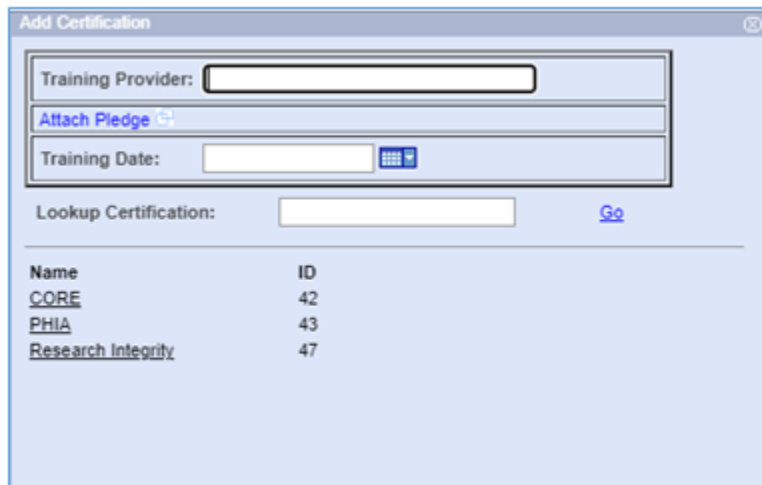
CORE certification is required for all research personnel submitting a Human Ethics protocol. PHIA certificate is only required for PIs and Advisors where PHIA is required for their Human Ethics protocol.

**Note:** All users must upload their own certificates to their profile prior to the submission of any Human Ethics protocols they are listed on.

### Add Certifications

1. Click Manage > User Profile under the main menu
2. Click on the **Certifications** tab
3. Click on **Add Certification**
4. Enter data as follows:
  - a. **Training Provider:** Type in who provided the training i.e. TCPS-2
  - b. **Attach Pledge:** Click Attach Pledge > Choose File, find the file then and click Upload (Please ensure there are no characters in the file name).
  - c. **Training Date:** Enter in the certification date

- d. **Lookup Certification:** Select the corresponding Certification from the list i.e. CORE



Name	ID
<u>CORE</u>	42
<u>PHIA</u>	43
<u>Research Integrity</u>	47

### Find a Protocol

To find and open an Existing Protocol:

1. From the LiveList page, select **Cases** from the Subject drop down
2. Click within the **Finder** textbox



3. Enter one of the following:
  - a. Protocol Number
 

**Note:** For searching migrated protocol numbers with colons or brackets, the wildcard (\*) is required for searching. This means that you cannot copy and paste the full migrated protocol number "HS12345 (P2000:123)" into the finder.

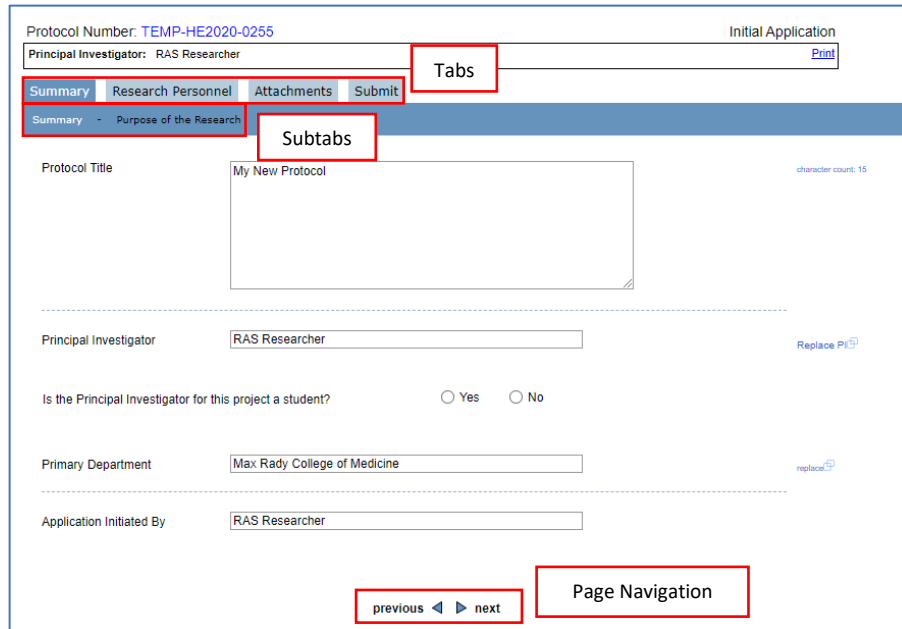
    - i. to search for P2000:123, type \*P2000\*123
    - ii. to search the HS number, type HS12345
  - b. PI First and/or Last Name
  - c. Partial string from the Title
4. Click **Go**, the LiveList will now filter based on the entered criteria
5. Click on the **Protocol Number** link to open the protocol to view the Lifecycle Event Manager
6. To go back to the LiveList click on the **Protocol Number** link again
 

**Remember:** Do not use the Back button on your browser

### Protocol Layout

The application form is composed of tabs and sub tabs. There are tabs and subtabs that are dynamically displayed based upon responses provided within the application form. This means you will only see tabs, subtabs and questions that are required for you to answer as you are completing the form.

To navigate to each tab/subtab, click on the page navigation arrows at the bottom of the page or you can simply click on the tab/subtab at the top.

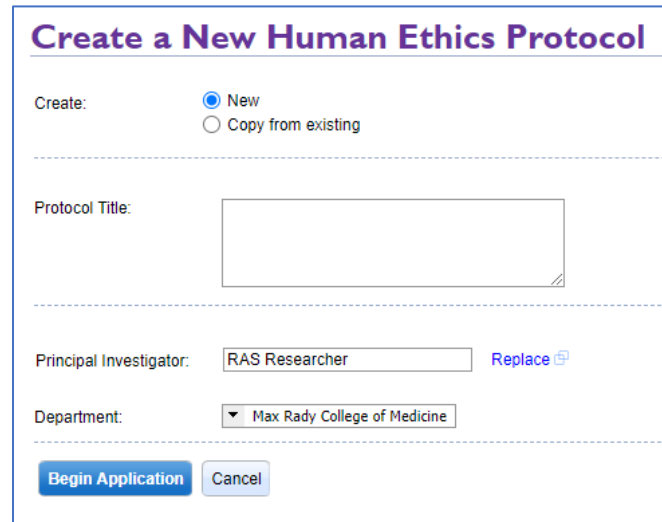


The screenshot shows a web form for a protocol application. At the top, the protocol number is TEMP-HE2020-0255 and the application is labeled as 'Initial Application'. The principal investigator is listed as 'RAS Researcher'. A 'Print' link is visible. Below this is a navigation bar with tabs: 'Summary', 'Research Personnel', 'Attachments', and 'Submit'. A red box labeled 'Tabs' highlights this bar. Underneath, a sub-tab bar shows 'Summary' and 'Purpose of the Research', with a red box labeled 'Subtabs' highlighting it. The main form area contains several fields: 'Protocol Title' with the value 'My New Protocol' and a character count of 15; 'Principal Investigator' with the value 'RAS Researcher' and a 'Replace PI' button; a question 'Is the Principal Investigator for this project a student?' with radio buttons for 'Yes' and 'No'; 'Primary Department' with the value 'Max Rady College of Medicine' and a 'replace' button; and 'Application Initiated By' with the value 'RAS Researcher'. At the bottom, there are 'previous' and 'next' navigation arrows in a red box labeled 'Page Navigation'.

## Submissions

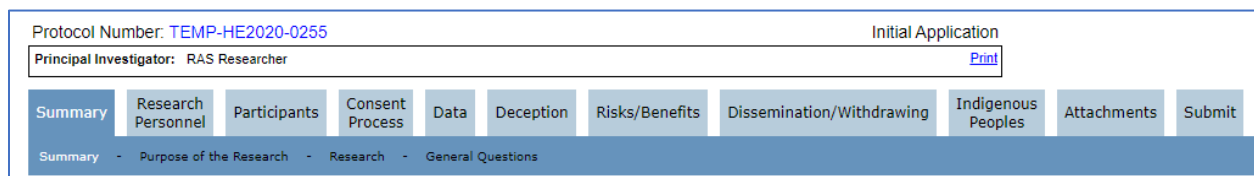
### Create New Initial Application

1. Navigate to the top menu bar and select **Create New > Human Ethics Protocol**
2. Enter the following:
  - a. **Protocol Title**
  - b. **Principal Investigator** – if you are not the PI for this protocol, then click **Replace** to select the PI
3. Click **Begin Application**



### Complete Initial Application

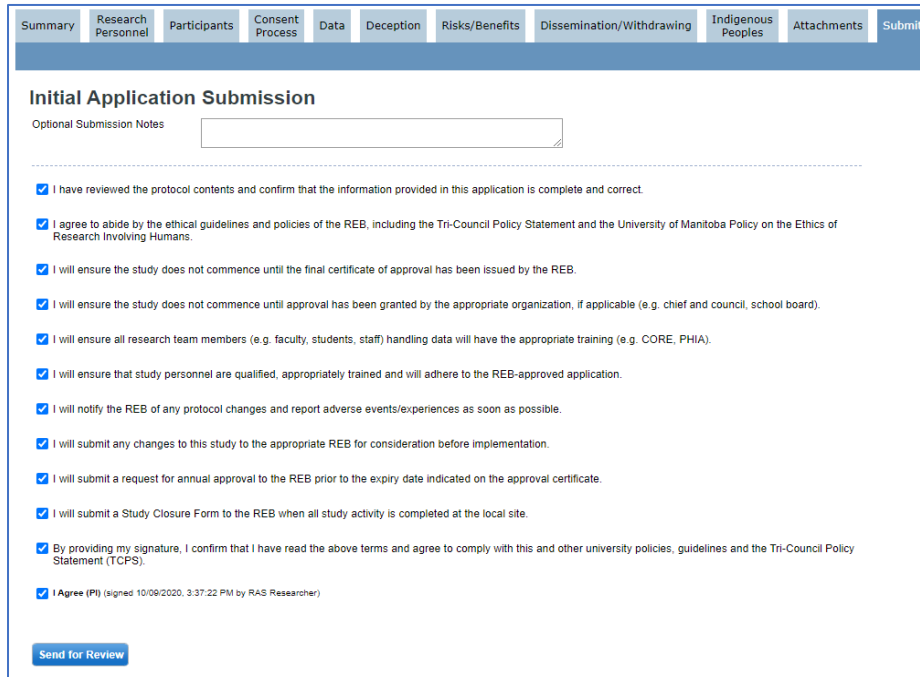
1. Navigate through each tab and subtab of the application answering each question as it appears
2. Important to note:
  - a. If submitting a protocol as a Designate (i.e. Study Coordinator) the protocol will be sent to the PI for sign off once submitted.
  - b. If submitting a protocol as a Student PI, ensure you indicate this in the summary page and add your advisor in the **Research Personnel** tab. The application will be sent to the advisor for review once submitted.



### Submit Initial Application

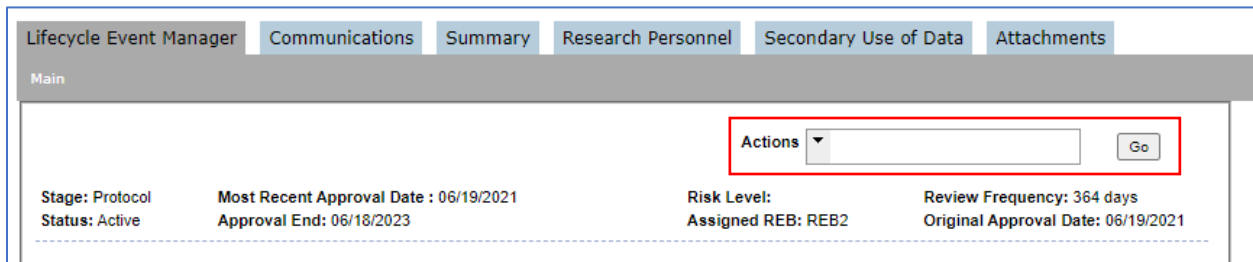
1. Navigate to the **Submit** tab
2. Read and check each of the Declaration Statements  
**Remember:** If a Designate is submitting the application, they will not check off the declaration statements, the submission will be sent to the PI for them to sign off on these.
3. Check the **I Agree** checkbox to agree to the certification statement

#### 4. Click **Send for Review**



### Create Additional Submissions

1. In the Livelist select the protocol
2. Under the Lifecycle Event Manager tab select the submission under the **Actions** drop down




- a. **Amendment** – use this form to submit an amendment to the current protocol, you can include any personnel changes within this form.  
**Note:** Only one amendment or personnel change form may be submitted at a time.
  - b. **Personnel Change** – use this form to submit a personnel change without having to submit a full amendment.  
**Note:** Only one amendment or personnel change form may be submitted at a time.
  - c. **Renewal Request** – use this form to submit a renewal request to the current protocol.
  - d. **REB Event** – use this form to submit a REB event (formally adverse event form).
  - e. **Protocol Closure** – use this form to submit a study closure for the current protocol.
3. Navigate through each tab and subtab of the submission answering each question as it appears

## Submit Submission

1. Navigate to the **Submit** tab
2. Read and check each of the Declaration Statements  
**Remember:** If a Designate is submitting the application, they will not check off the declaration statements, the submission will be sent to the PI for them to sign off on these.
3. Check the **I Agree** checkbox to agree to the certification statement
4. Click **Send for Review**

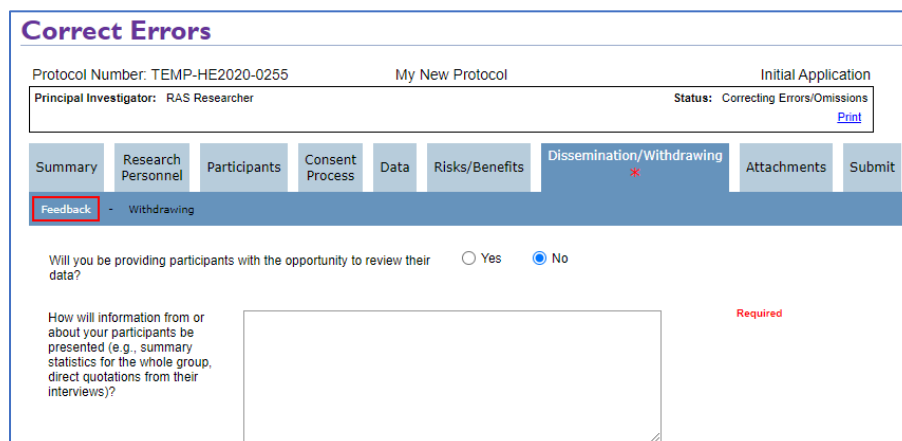
## Save/Resume Submission

1. All submissions are saved automatically when you navigate to a new tab within your submission. Do not exit your submission before navigating to a new tab or manually saving. You can click  at the top left-hand side of the screen though to ensure it has saved fully.
2. Click the **Home** menu item at the top of the screen to return to the **LiveList**
3. The submission is now listed in your **To Do List**
4. To return to the submission, click the task under the **To Do List**



## Errors on Submission

1. If you get an error stating Incomplete Application, this means there are missed questions that need to be addressed, Click **Return**
2. Errors are indicated by a red asterisk on the tab and red box on the subtab

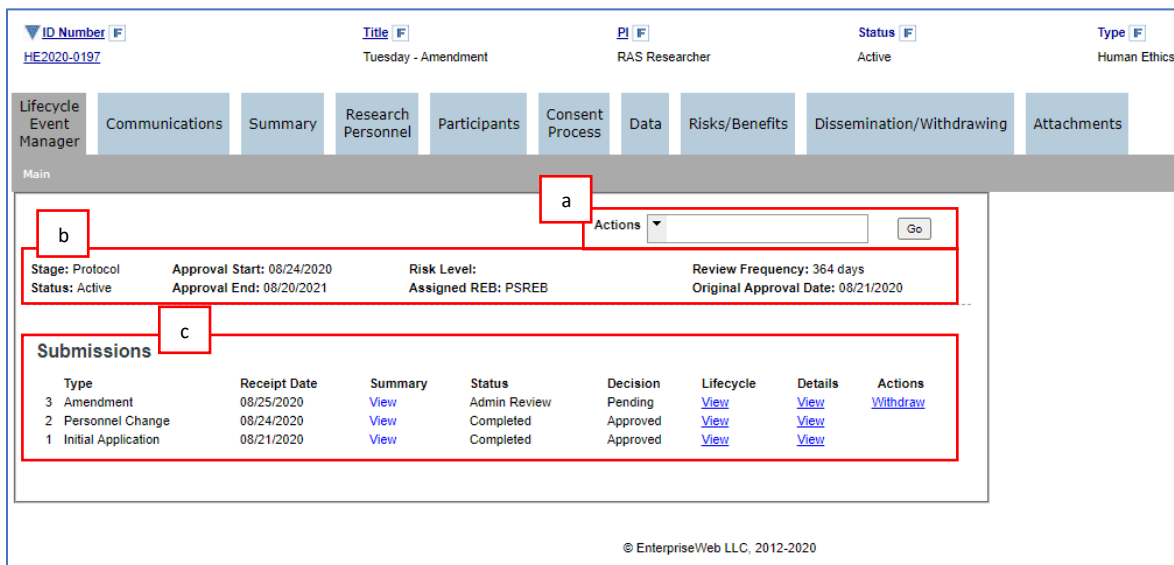


3. Fix each error indicated, return to the **Submit** tab and submit the application again

## Protocol Management - Lifecycle Event Manager

### View Status of Submission

1. Select the protocol from the LiveList
2. View the status under the Lifecycle Event Manager tab
  - a. **Actions:** This drop down is used to create new follow-on submissions (i.e. Amendment).
  - b. **Status:** This section shows the current status of the selected protocol.
  - c. **Submissions:** This section allows the user to view each individual submission or withdraw the submission if it hasn't been approved yet.



The screenshot shows the Lifecycle Event Manager interface for protocol HE2020-0197. The protocol title is 'Tuesday - Amendment', the PI is 'RAS Researcher', the status is 'Active', and the type is 'Human Ethics'. The interface includes a navigation menu with tabs for Lifecycle Event Manager, Communications, Summary, Research Personnel, Participants, Consent Process, Data, Risks/Benefits, Dissemination/Withdrawing, and Attachments. The main content area is divided into two sections: 'Main' and 'Submissions'. The 'Main' section contains a summary of the protocol's current state, including stage, approval dates, risk level, and review frequency. The 'Submissions' section contains a table of all submissions for this protocol.

ID Number	Title	PI	Status	Type
HE2020-0197	Tuesday - Amendment	RAS Researcher	Active	Human Ethics

Type	Receipt Date	Summary	Status	Decision	Lifecycle	Details	Actions
3 Amendment	08/25/2020	<a href="#">View</a>	Admin Review	Pending	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Withdraw</a>
2 Personnel Change	08/24/2020	<a href="#">View</a>	Completed	Approved	<a href="#">View</a>	<a href="#">View</a>	
1 Initial Application	08/21/2020	<a href="#">View</a>	Completed	Approved	<a href="#">View</a>	<a href="#">View</a>	

### Withdraw Submission

1. Under the Lifecycle Event Manager tab, select **Withdraw** under actions  
**Note:** You can only withdraw a submission after it has been submitted but prior to approval.

Type	Receipt Date	Summary	Status	Decision	Lifecycle	Details	Actions
3 Amendment	08/25/2020	<a href="#">View</a>	Admin Review	Pending	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Withdraw</a>
2 Personnel Change	08/24/2020	<a href="#">View</a>	Completed	Approved	<a href="#">View</a>	<a href="#">View</a>	
1 Initial Application	08/21/2020	<a href="#">View</a>	Completed	Approved	<a href="#">View</a>	<a href="#">View</a>	

### Delete/Reassign Submission

1. Under the Lifecycle Event Manager tab, select **Delete** or **Reassign Task** under actions  
**Note:** You can only delete or reassign task prior to submission to the board.
2. When reassigning a task, it important to remember you can only reassign to someone that has **edit access/signing authority** on the protocol

Type	Receipt Date	Summary	Status	Decision	Lifecycle	Details	Actions
3 Amendment		<a href="#">View</a>	In Development	Pending	<a href="#">View</a>	<a href="#">View</a>	<a href="#">Delete</a> <a href="#">Reassign Task</a>
2 Amendment	08/24/2020	<a href="#">View</a>	Completed	Approved	<a href="#">View</a>	<a href="#">View</a>	
1 Initial Application	08/21/2020	<a href="#">View</a>	Completed	Approved	<a href="#">View</a>	<a href="#">View</a>	

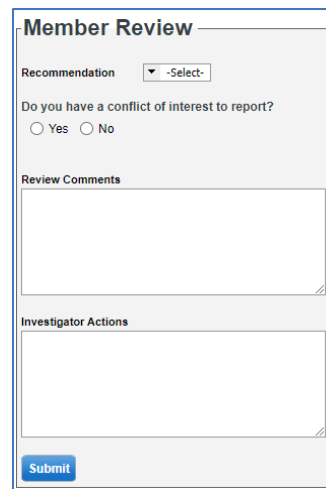


## Review Process

When an application has been submitted there will be a task listed in the Task view for the Human Ethics Office (HEO). The HEO will then assign the application to the appropriate REB member(s)/Chair.

### Complete Review – Chair/REB Member

1. Click on the **Complete Review** To Do List task
2. Review the protocol in its entirety, add comments to each question within the submission by clicking the check box beside each question  
**Note:** Comments are summarized in the Comments tab.
3. Input the **Decision/Recommendation** for this review under the Chair/Member Review pane



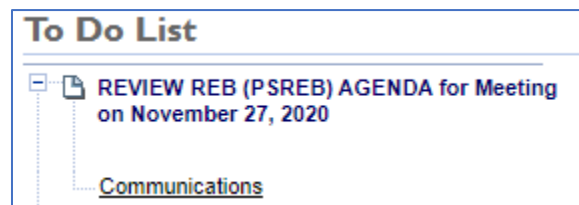
The screenshot shows a web form titled "Member Review". It contains a "Recommendation" dropdown menu with a "-Select-" option. Below it is a question "Do you have a conflict of interest to report?" with radio buttons for "Yes" and "No". There are two large text input areas: "Review Comments" and "Investigator Actions". A blue "Submit" button is located at the bottom left of the form.

4. Indicate whether or not there is a conflict of interest
5. Add additional comments/actions if needed
6. Click **Submit**

### Review Agenda

When the agenda is built/sent, members will receive an email and a task under the To Do List.

1. Click on the Agenda **Communications** To Do List task



2. To download the agenda, click the link beside **Download Document**
3. To access submissions, click the link beside **Assess Submissions**
4. Enter your response as to whether you will attend the meeting in the **Response** drop down
5. Add additional **Comments**, if applicable
6. Click **Close** to close the task, Click **Delete** to remove the task from you list

### REVIEW REB AGENDA

**Action Required:** REVIEW REB AGENDA

The PSREB Agenda and materials for our meeting on November 27, 2020 are now available for review.

Thank you in advance for your attention to this matter. If you have any questions, please do not hesitate to contact me.

Please login to the [Research Administration System \(RAS\)](#) to access any task or view your Projects/Protocols. Please ensure you are using a supported browser, Chrome, Firefox or Microsoft Edge.

**Download Document:** [here](#)

**Access Submissions:** [here](#)

Please specify your response in the section below:

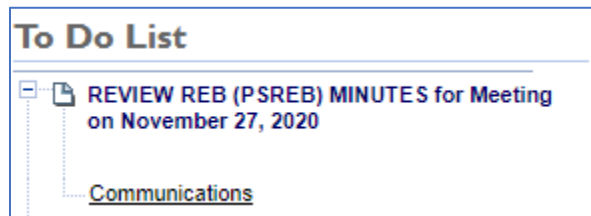
**Response:**

**Comments:**

## Review Minutes

When the minutes are built/sent members will receive an email and a task under the To Do List.

1. Click on the Minutes **Communications** To Do List task



2. To download the minutes, click the link beside **Download Document**
3. Click **Close** to close the task, Click **Delete** to remove the task from you list

### REVIEW REB MINUTES

**Action Required:** REVIEW REB MINUTES

The PSREB Minutes and materials from our meeting on November 27, 2020 are now available for review.

Thank you in advance for your attention to this matter. If you have any questions, please do not hesitate to contact me.

Please login to the [Research Administration System \(RAS\)](#) to access any task or view your Projects/Protocols. Please ensure you are using a supported browser, Chrome, Firefox or Microsoft Edge.

**Download Document:** [here](#)