Getting Started with RAS

RAS Training Documentation

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Questions? Contact: RAS_Support@umanitoba.ca
Logging In

1. Go to: https://researchadminsystem.umanitoba.ca/home/
2. Log into the system using your University of Manitoba email and password
3. Click Sign in

Portal Layout

There are 2 main views for the system: **To Do List** and **Integrated Task List**.

The **To Do List** view has a dedicated to do list on the left-hand side of the screen. This allows you to quickly see what task you must complete or communication notices easily. Here you can see your to do’s and cases (protocols) in one view. **This is the default view for all users.**

The **Integrated Task List** view incorporates the To Do list into a dedicated task list. This allows you to sort and filter through your tasks easily. This view is meant for users that receive a lot of tasks/to do’s daily, i.e. Human Ethics Office staff.

**Note:** Any user can request to have the **Integrated Task List** view instead of the **To Do List** view. Please contact the system administrator to make this change.

To Do List View

There are three sections to take note of when you login to the system.

1. **To Do List** – The To Do List contains tasks and messages for the logged in user 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. This area also displays the name of the logged in user and provides the function to log out of the system.
3. **LiveList** – This displays all Protocols & Projects where you have View, Edit or Signature access functionality.

Questions? Contact: RAS_Support@umanitoba.ca
1. **Finder** – The Finder is a single field that allows the user to search for records.
2. **Reset** – The Reset function clears any sorts and filters previously set.
3. **Subject** – The Subject drop down provides the user access to additional information based upon security privileges. This view defaults to the Cases list.
4. **Configure** – The Configure function allows the user to define the Information columns to be displayed.
5. **Results** – Displays the number of records returned.
6. **Pagination** – Provides navigational control when the number of records returned exceeds the display limit on the page.
7. **Information** – Displays information from the records. The columns displayed are controlled by using the Configure function.
Integrated Tasks List View

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3. **Subject** – The Subject drop down provides the user access to additional information based upon security privileges. This view defaults to the Tasks list.

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Navigation

Menu Bar
The Menu Bar provides access to major functions of the system based upon the role(s) assigned to the user. This area also displays the name of the logged in user and provides the function to log out of the system.

- **Home**: The Home button is used to bring you back to the LiveList page. This button should always be used instead of the Back button on your Browser.
- **Create New**: Use the Create New button to create a new Human Ethics Protocol, Animal Use Protocol or Proposal.
- **Manage**: Under Manage you will find User Profile settings as well as management of notifications and ethics boards. What you see is dependent on your role/security privileges.

LiveList
The LiveList displays all Protocols & Projects where you have View, Edit or Signature access functionality. Here you will see two main fields: **Finder** and **Subject**. These fields will be used to find and filter records.

Finder
The Finder field is used to search for items within the specified Subject that is selected.

Subject
The Subject drop down contains different lists depending on the user’s role/security privileges. The Subject specifies the items you are searching for when using the Finder.

All users will see:
- **Cases**: Cases are accessible to all users and includes a list of all protocols and projects that the user has either reviewed or is a member of the research team.
- **Reference Materials**: Reference materials refers to checklists, SOPs, guidance documents or other reference material.

Some users will have view-only access to protocols:
- **View Human Ethics Cases**: Use this subject to view all Human Ethics cases.

Questions? Contact: [RAS_Support@umanitoba.ca](mailto:RAS_Support@umanitoba.ca)
Configuring the LiveList Columns

Each Subject within the drop down has a definable list of columns to be displayed within the LiveList. Each Subject item is configured independently. The settings made are stored and used each time the page is opened, meaning you will only have to make this change once and it’s saved for the next time you login.

For example: Cases Subject list includes these available fields

To configure the columns displayed on the LiveList page:

1. Select the appropriate Subject item from the drop down, click Configure

2. Here you can set the number of Records Per Page

3. Check the box next to each column you would like to appear on the LiveList
   Note: There is a max. of 14 columns that can been shown at a time.

4. Click Update to save and close

Sorting LiveList Columns

Each column in the LiveList allows you to sort ascending or descending.

To sort the columns displayed on the LiveList page

1. Click on the column name, a ▼ will appear to the left of the column name to indicate this column is being sorted ascendingly

2. Click the same column again to sort descending, a ▲ will appear to indicate descending

Applying LiveList Filters

The columns on the LiveList allow you to apply a filter to assist in locating records. There are three types of filters available: text, date, and value. Multiple filters may be set concurrently to further reduce the number of records returned.

Filter Types:

1. Text – Provides a filter based upon text contained within the field.

Questions? Contact: RAS_Support@umanitoba.ca
To apply a Filter:

1. From the LiveList page
2. **Right click** on the column for the desired column to view filter options
3. Do one or more of the following:
   a. Enter text in the **Field Text** field provided
   b. Enter **Start** and **End date**
   c. Select one or many desired values from list provided for the field
4. Check the **Activate Filter** where appropriate
5. Click **Update** to apply the filter

To remove a Filter:

1. From the LiveList page
2. **Right click** on the icon for the desired column to view filter options
3. Depending on the type of filter either:
   a. Uncheck Activate Filter if applicable
   b. Uncheck/check any values from the list
4. Click **Update**

**Find & Open 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
6. To go back to the LiveList click on the **Protocol Number** link again, do not use the Back button on your browser

**Lifecycle Event Manager**

The Lifecycle Event Manager contains summary information about the research protocol, submission history information, and any actions available to the logged in user.

**Lifecycle Event Manager**: This tab allows the user to view the status for each submission for the selected protocol.

1. **Actions**: This drop down is used to create new submissions for the selected protocol.
2. **Status**: This section shows the current status of the selected protocol.
3. **Submissions**: This section allows the user to view each individual submission or withdraw the submission if it hasn’t been approved yet.
Lifecycle History

The Lifecycle History view shows the history of the submission.

To view the Lifecycle history

1. Click the View link under the Lifecycle column, window opens
2. All events are listed in chronological order

Migrated Protocols Lifecycle History

When viewing the lifecycle history of a migrated protocol you will see the approval dates.

*To learn more about Migrated Protocols see the Migrated Protocol section in the Human Ethics Submission Training Document.
Print a Submission

The system allows you to print each individual submission and download all attachments.

To print a submission

1. Click the View link under the Details column, window opens
2. Click the Print link at the top of the window, this will print the current version
3. Click under Download PDF within each version of the Review Dashboard to view/print that version that was submitted to the Human Ethics Office

Note: If you get a message that the page is not responding, please click ‘Wait’ and page will continue to load. If no window appears, please ensure your pop-up blocker is disabled.

To download attachments

1. Click the View link under the Details column, window opens
2. Click the ZIP Attachments link at the top right-hand side of the window
3. This will download all attachments for this submission in a ZIP folder on your computer

Withdraw Submission

1. Under the Lifecycle Event Manager tab, select Withdraw under actions
   Note: This function is only meant to be used if you no longer wish to submit. Once withdrawn you cannot re-submit to the Human Ethics Office. You can only withdraw a submission after it has been submitted but prior to approval.
Delete Task/Submission

1. Under the Lifecycle Event Manager tab, select **Delete** under actions

   **Note:** You can only delete prior to submission to the board.

Reassign Task/Submission

A submission can be reassigned to any research member with **edit access**. Once reassigned, the submission can then be submitted back to the PI or reassigned to another research member with **edit access**.

**Important:** Only research members with Edit Access can be reassigned the submission.

1. Under the Lifecycle Event Manager tab, select **Reassign Task** under actions

   **Note:** You can only reassign task prior to submission to the board.

2. Select the research member in the **Person** drop down list

3. Add any instructions to the **Comments** text area, optional

   **Note:** These notes will appear in the Lifecycle History view for all to view

4. Click **Reassign**, then **OK**

5. Task is now reassigned and will be in this research members To Do List.

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Questions? Contact: [RAS_Support@umanitoba.ca](mailto:RAS_Support@umanitoba.ca)
Communications: Provides access to notifications and/or letters that have been sent out by the HEO office.

Protocol Information: The other tabs in this section show all the currently approved information for the currently selected protocol. Click through each tab to view additional information. The Attachments tab also allows you to download any attachments (i.e. Consent Documents) that have been approved on this protocol.
Notifications

There are two types of notifications:

1. **Tasks**
   a. You can see these in the **To Do List** or under **Tasks** in the Subject drop down i.e. protocol expiry, amendment to be done, something to be signed, REB agenda

2. **Emails**
   a. These are sent to you when something is triggered in the system i.e. protocol approval, protocol revisions, review requested etc.

Tasks

**To Do List**

In the To Do List all tasks, communications, and notifications are listed here.

Who gets the task:

- **PI:** receives all submission related tasks i.e. Revise Application, Correct Errors, PI Sign-Off etc.
  - The one exception would be if a Designate is submitting the protocol, the PI would receive the tasks prior to submission i.e. Complete Initial Application
- **Reviewers/Chair:** receives all review and board related tasks i.e. Complete Review, View Agenda etc.

As you can see in the below screenshot there are 3 tasks listed. The first is a Revise Initial Application task, then we have a Correct Errors task (as you can see this is a TEMP protocol meaning it has not been submitted to the HEO yet). The last task is a Complete the Personnel Change form task, this task means you have started a Personnel Amendment form for this protocol but have not submitted it yet to the HEO.
Note: You cannot complete a task by opening the protocol from the LiveList, you must complete by clicking on it within the To Do List.

There are many different types of tasks you will see listed here along with these which can include: Review REB Agenda, New Protocol for Review, Protocol Expiry, and any Protocol Approval notifications.

Integrated List

To view tasks, go to the Tasks drop down item under Subject.

Any task that is assigned to you will be listed here. In this view you can also sort and filter the list.

See Configuring the LiveList Columns for more information.
Reassigning a Task

A task assigned to you can be reassigned to any one on the protocol that has edit access or signing authority. These tasks include completing a protocol or follow-on submission.

When a submission is sent back from the HEO for revisions the task is always sent back to the PI. If the protocol has a Study Coordinator and/or Co-PI (or other role) listed on the protocol that has edit access or signing authority for that protocol they can reassign the task to themselves to complete, if needed.

See Delete or Reassign Task section under the Lifecycle Event Manager.

Removing a Notification

Done by reassigning, completing, or deleting (communications/notifications).

To delete a notification i.e. Review REB Agenda, Protocol Approval etc.

1. Open the task
2. Click the Delete button

In the Integrated Task List view, you can right click on the task from the list and click Delete Task.

![Delete Task Image]

**Note**: Only communications and notifications can be deleted this way.

**Emails**

When a task is generated, in most cases, an email notification is also generated and sent to the user.

Types of emails you may receive are: PI Sign Off Required, New Protocol for Review, Protocol Approved or Protocol Closure.

An example of a Protocol Approval email:
When you receive an email, you can click on the Action Required link and it will take you directly to task you need to complete.

**Important:** Anyone who is cc’d on a protocol will also receive these email notifications. It's important to remember that only the PI receives the task in the system, meaning the Action Required link will only work for the PI. This is important to note in the event of a “Revise Protocol” email, where there may be a Study Coordinator cc’d. They will need to log into the system and reassign the task if they wish to complete it for the PI.
Managing your User Profile

To Edit the User Profile

1. From the Menu Bar select Manage > My User Profile

![My User Profile](image)

2. The User Profile includes 6 tabs:
   a. Profile
   b. Contact Info
   c. Education
   d. Appointments
   e. Experience
   f. Certifications

**Important**

For UM staff, some fields of your user profile are **non-editable** that are located in the following tabs:

- Profile
- Contact Info
- Appointments

If you need to make changes/updates to information in these tabs:

- Please access your profile page in the Employee Self-Service (ESS) section of VIP ([https://vip.umanitoba.ca/](https://vip.umanitoba.ca/)) where you can make changes
- Please allow 24 hours for the change to be reflected in your Ideate Profile

**Remember**: If your change is regarding your job title or classification you must contact HR directly at hris@umanitoba.ca
Profile
Here is where you can view/edit your user profile.

### My User Profile

| Legal Name: | RAS Researcher |
| Preferred Name: | RAS Researcher |
| Salutation (Optional): |  |
| Department(s): | Medical Microbiology and Infectious Diseases, Business Administration |
| Interests: | Add |
| ORCiD: |  |
| CV: | Attach |

### Notice Regarding Collection, Use, and Disclosure of Personal Information by the University
Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of registering and tracking your RAS Protocol submissions. Your personal information may be disclosed to external members of RAS committees for the protocol review. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9463), 335 Elizabeth Eaton Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

1. **Legal Name:** The legal name is imported from the UM VIP system; this field cannot be edited.
2. **Preferred Name:** Enter your preferred name here. This will display throughout the entire system.
   a. **Note:** Your legal name will be displayed on all ethics related Approval Letters
3. **Salutation:** Enter your salutation (optional).
4. **Department(s):** Department(s) are imported from the UM VIP system.
5. **Interests:** This field is not in use currently.
6. **ORCiD:** Add in your ORCiD here (optional). Please note this field does not link to any external system.
7. **CV:** Upload your CV here (optional).

Questions? Contact: RAS_Support@umanitoba.ca
Contact Info
Under Contact Info you can add phone numbers, additional emails and addresses.

### My User Profile

<table>
<thead>
<tr>
<th>Tab</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td></td>
</tr>
<tr>
<td>Contact Info</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Appointments</td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td></td>
</tr>
<tr>
<td>Certifications</td>
<td></td>
</tr>
</tbody>
</table>

#### Phone Numbers
1. **Work:**
2. **Cell:**

#### Email Addresses
- **Address 1:** [RAS_RESEARCHER@umanitoba.ca](mailto:RAS_RESEARCHER@umanitoba.ca)
- **Primary Work Email**

#### Contact Locations
1. **Address Type:** [Primary Work]
2. **Address 1:**
3. **Address 2:**
4. **Address 3:**
5. **City:**
6. **Postal Code/Zip Code:**
7. **Country:**
8. **State/Province:**

### Instructions
1. **Phone Numbers:** Enter in your **Work** and/or **Cell** contact phone numbers.
2. **Email Addresses:** Your UoF email address will be the default address listed. However, in the event you have a separate email you also use you can add that here by clicking **Add New Email**. All emails/notifications will be sent to all emails listed.
   - **Important:** You can only login to the system with your UM email.
3. **Contact Locations:** Enter in your work/office address (optional).

Questions? Contact: [RAS_Support@umanitoba.ca](mailto:RAS_Support@umanitoba.ca)
Education
This section is not in use.

Appointments
Appointment information will be automatically populated through an interface with the UM VIP system. If any information here is incorrect, you will need to contact Human Resources.

Experience
This section is not in use.

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.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Training Provider</th>
<th>Training Date</th>
<th>Pledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE</td>
<td>TCPS</td>
<td>01/01/2021</td>
<td>View</td>
</tr>
<tr>
<td>PHIA</td>
<td>UM</td>
<td>01/01/2021</td>
<td>View</td>
</tr>
</tbody>
</table>

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

Questions? Contact: RAS_Support@umanitoba.ca
CORE, PHIA & Oath of Confidentiality
Research members are required to upload CORE, PHIA, and an Oath of Confidentiality in certain circumstances. Below is a quick reference table on when each document is required and for which research member on the protocol.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Protocols required for</th>
<th>Roles required for</th>
<th>Require prior to</th>
<th>Where to upload in RAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE</td>
<td>All Protocols</td>
<td>All Research Personnel</td>
<td>Submission</td>
<td>User Profile</td>
</tr>
<tr>
<td>PHIA</td>
<td>Protocols where PHIA is required</td>
<td>PI and Advisor</td>
<td>Submission</td>
<td>User Profile</td>
</tr>
<tr>
<td>PHIA</td>
<td>Protocols where PHIA is required</td>
<td>All Research Personnel</td>
<td>Approval</td>
<td>User Profile</td>
</tr>
<tr>
<td>Oath of Confidentiality</td>
<td>All Protocols</td>
<td>All Research Personnel</td>
<td>Approval</td>
<td>Research Personnel tab in the Protocol</td>
</tr>
</tbody>
</table>