Quick Reference

Research Administration System (RAS)

Last Modified: October 17, 2024

Contents

Logging In

1. Login to RAS using your UM email and password.
   a. **Note**: If you see a blank screen this means you do not have a profile setup in RAS. Please contact IST and request a profile.

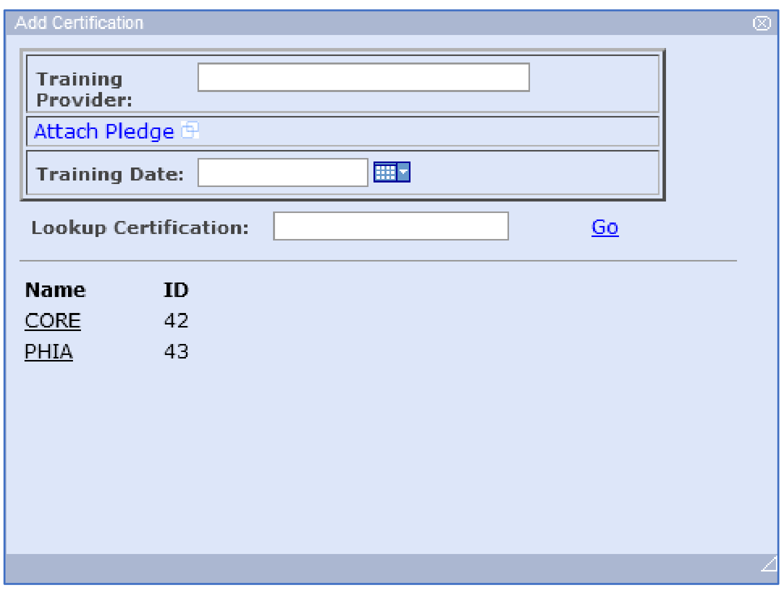
Certifications

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



See video "How to upload CORE and PHIA Certificates" for more help.

Protocol Management - Lifecycle Event Manager

Search for a Protocol

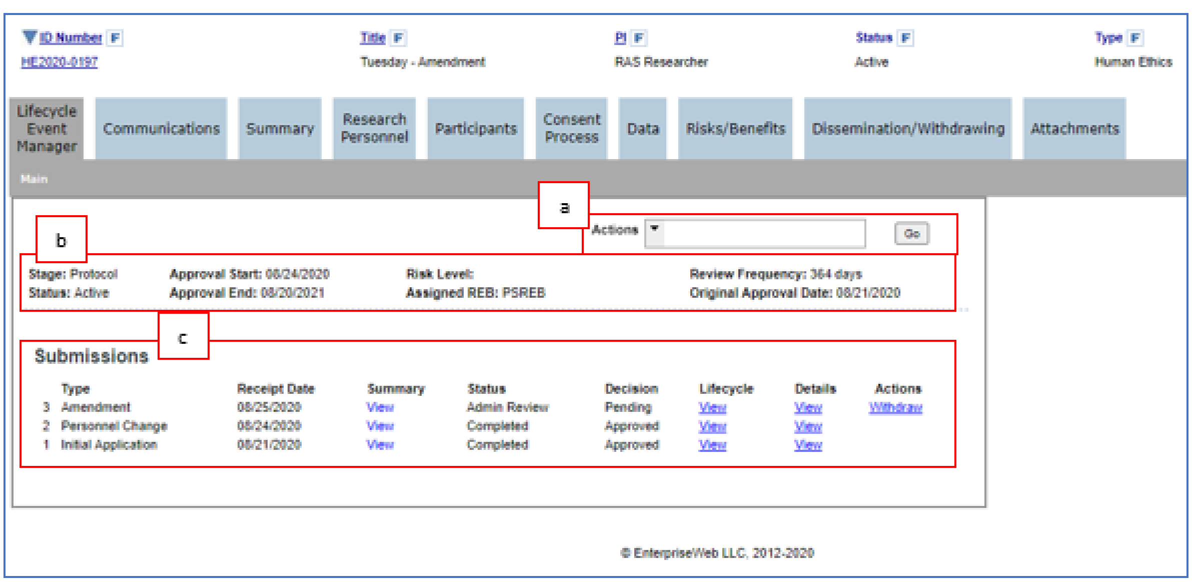
To find and view a protocol:

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
    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

View Status of Submission

1. Select the protocol from the LiveList
2. View the status under the Lifecycle Event Manager tab
   Important: The data listed in this section is **VIEW ONLY** you cannot edit your submissions here. Ether create a new follow-on or navigate to the To Do List and access an active task to edit.
    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.

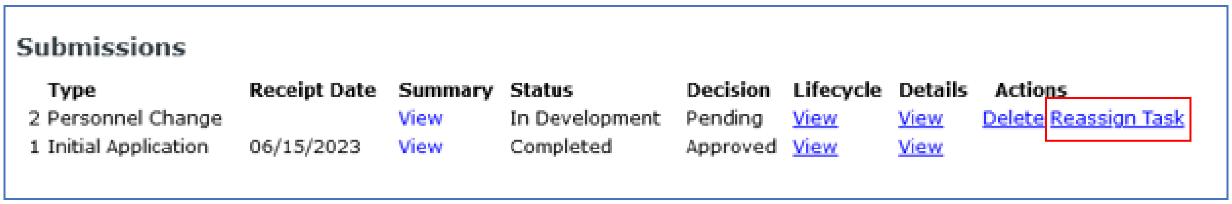


Reassign Submission

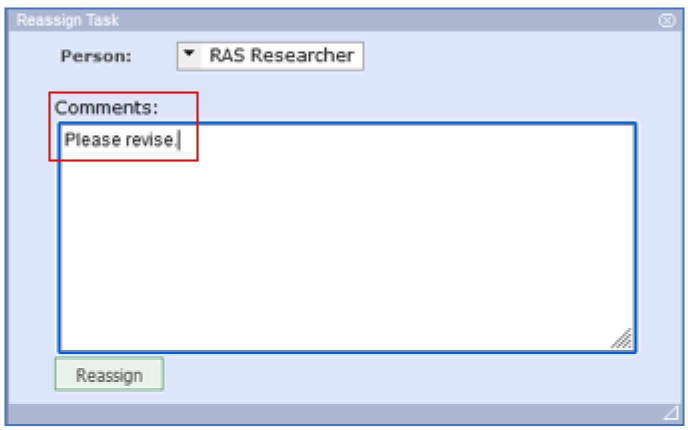
A submission can be reassigned to any research member with **edit access**. Once reassigned, the submission can then be submitted back to the PI or reassigned to another research member with **edit access**.

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

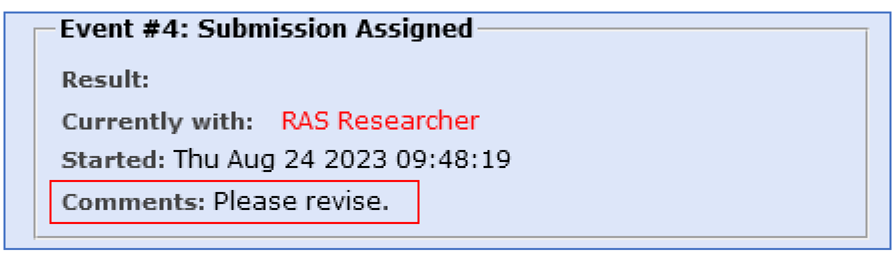
1. Under the Lifecycle Event Manager tab, select **Reassign Task** under actions
   Note: You can only reassign task prior to submission to the board.



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.

Delete Submission

Important: Deleting a submission removes it from the to do list and submission list. Use this function if the submission is not longer required.

1. Under the Lifecycle Event Manager tab, select **Delete** under actions
   Note: You can only delete prior to submission to the board.

Submissions

	Type	Receipt Date	Summary	Status	Decision	Lifecycle	Details	Actions
2	Personnel Change		View	In Development	Pending	View	View	Delete Reassign Task
1	Initial Application	06/15/2023	View	Completed	Approved	View	View	

Withdraw Submission

Important: Withdrawing a submission does not simply move it back to the to do list so it can be edited. It will remove it from the to do list and deactivate it so it cannot be edited/submitted further. Use this function only if a submission is and no longer require to be reviewed by the REB.

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.

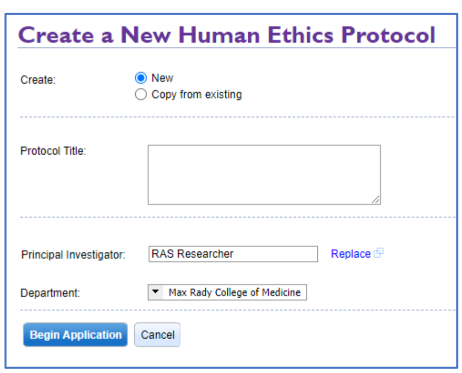
Submissions

	Type	Receipt Date	Summary	Status	Decision	Lifecycle	Details	Actions
1	Initial Application	06/10/2023	View	Admin Review	Pending	View	View	Withdraw

Submissions

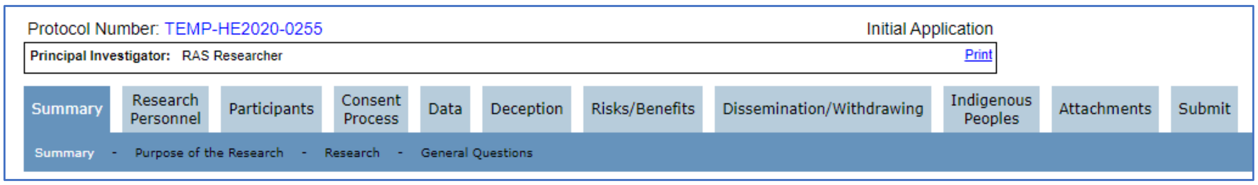
Create New Initial Application

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.



Create Additional Follow-On Submissions

Follow-on submissions can be submitted by anyone on the protocol that has **edit access** or **signature authority**.

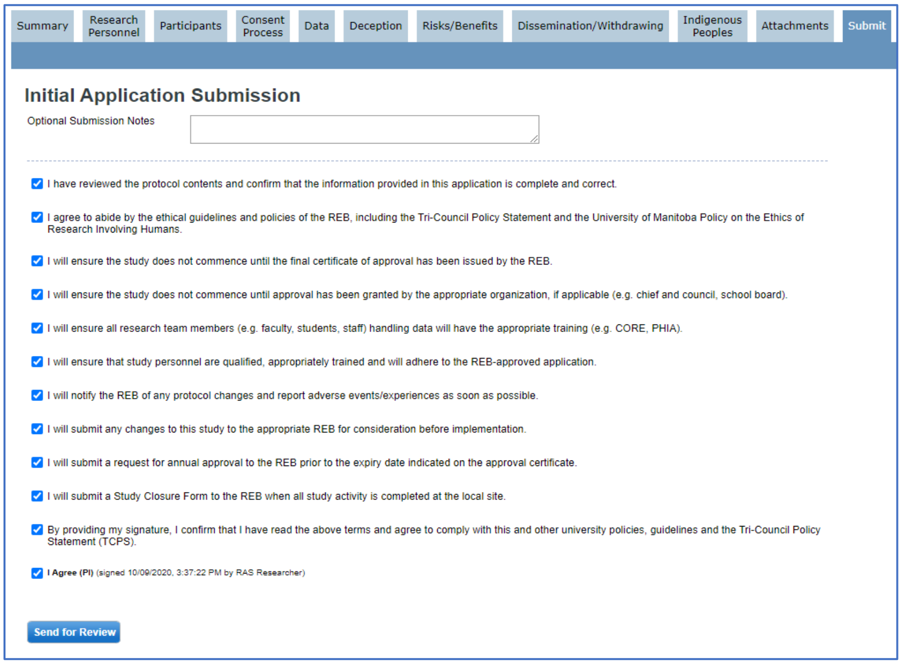
1. In the LiveList select the protocol
2. Under the Lifecycle Event Manager tab select the submission under the **Actions** drop down

   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 an Application/Follow-on 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**



Sending an Application/Follow-on Submission back to the PI

If you are a CoPI or Advisor, you will always have the option to send the submission back to the PI for review.

1. Navigate to the **Submit** tab
2. Check the send this back to the PI
   Note: If you do not want to send this back to the PI but want to send it to the next person in the workflow/Office of Human Research Ethics, keep this box unchecked.

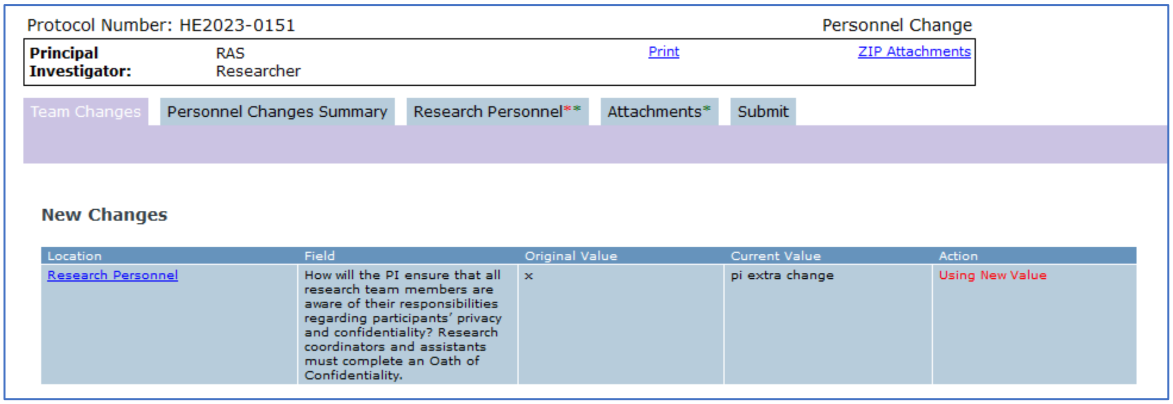
3. Check the **I Agree** checkbox to agree to the certification statement
4. Click **Send to PI**

If you are a Designate/Edit Access research member when you navigate to the Submit tab the submission will always be sent to the PI.

1. Navigate to the **Submit** tab
2. Check the **I Agree the submission is complete** checkbox
3. Click **Send to PI**

Team Changes Tab

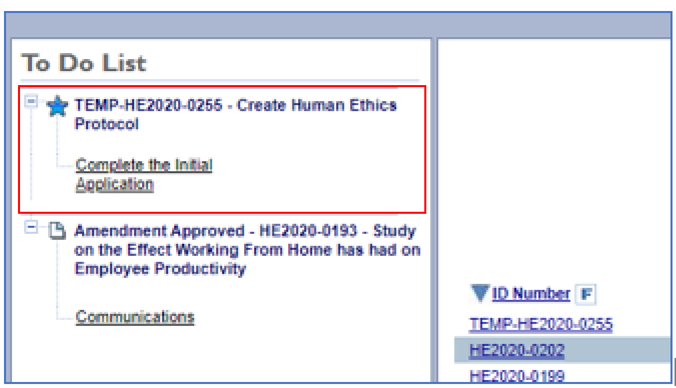
When a submission is moving between research members, each member will see changes since the last time they had it. This tab will appear when any initial application or follow-on submission is sent to another research team member listed. This also includes when you reassign to someone with **edit access**.



Save/Resume Submission

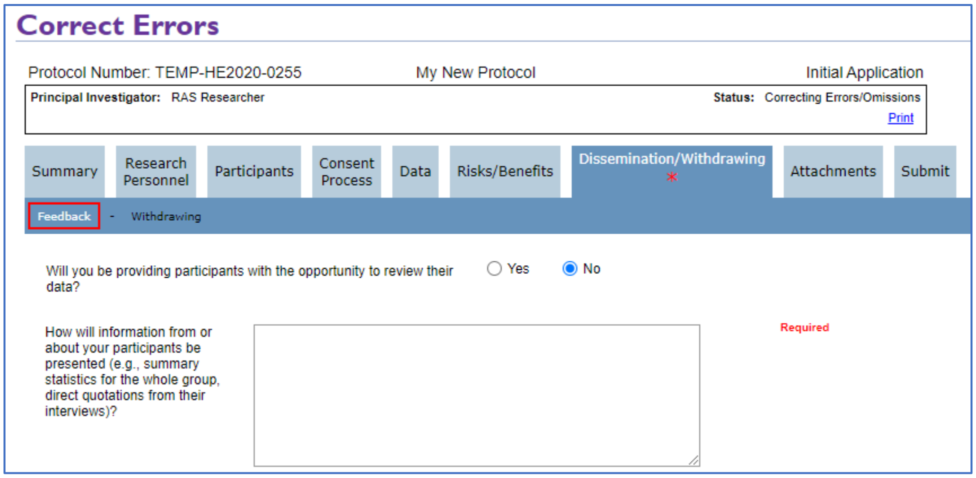
1. All submissions are saved automatically when you navigate to another tab within your submission. You can click  at the top left-hand side of the screen though to ensure it has saved fully.

   Important: Do not exit your submission before navigating to another tab or manually saving.
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

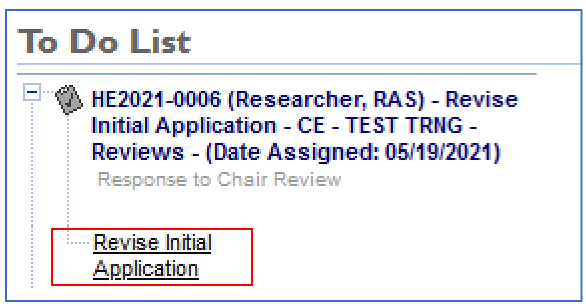


3. Fix each error indicated, return to the **Submit** tab and submit the application again

Application/Follow-on Submission Returned: Revisions Required

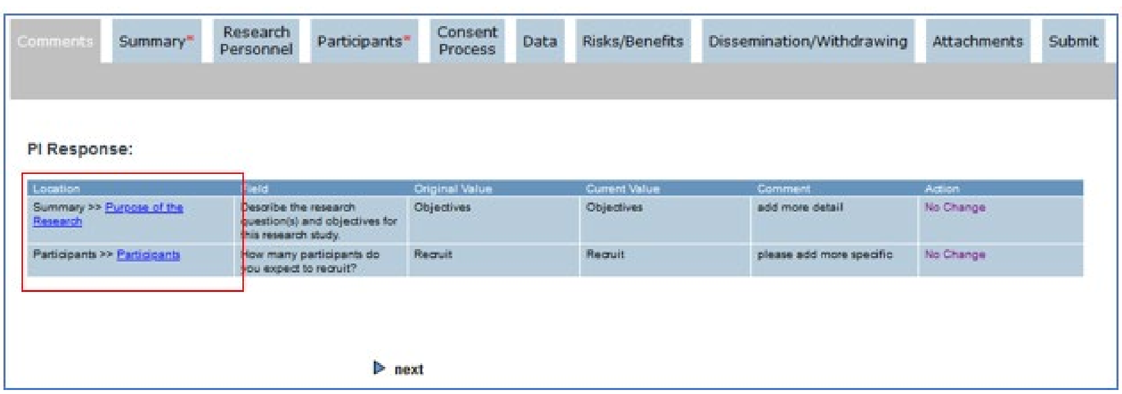
After an application or submission has been reviewed and it is sent back from the OHRE for revisions (either from pre-review or REB review), the PI will receive an email notification and task to be completed in their To Do List.

1. Under the **To Do List**, find the Revise task
2. Click the link within the task



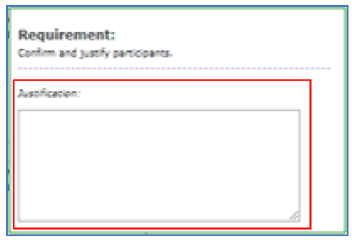
Note: You can click the link in the Email notification, this will bring you to the task as well.

3. The **Comments** tab provides a summary of all comments made
4. Click on the link under **Location** to bring you to each comment to review

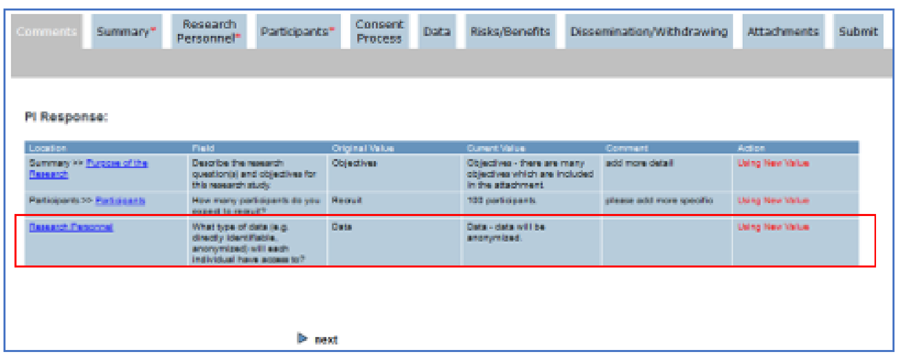


Note: Any comments made will also be indicated with a red * on the tab within the Application section.

5. Make the appropriate changes to each question based on comments provided
   Important: For information on how to upload a marked-up version of a document, please see [Attachment: Marked-Up Versions](#)
6. If Justification is required, add your justification to the popup box that appears beside the question
   Note: Justification is mandatory, you must fill in a response.



7. Any additional changes to the application/submission, will be added to the **Comments** tab



8. Add any additional comments in **Investigator Response** under the Review section

9. Navigate to the **Submit** tab and resubmit the application/submission

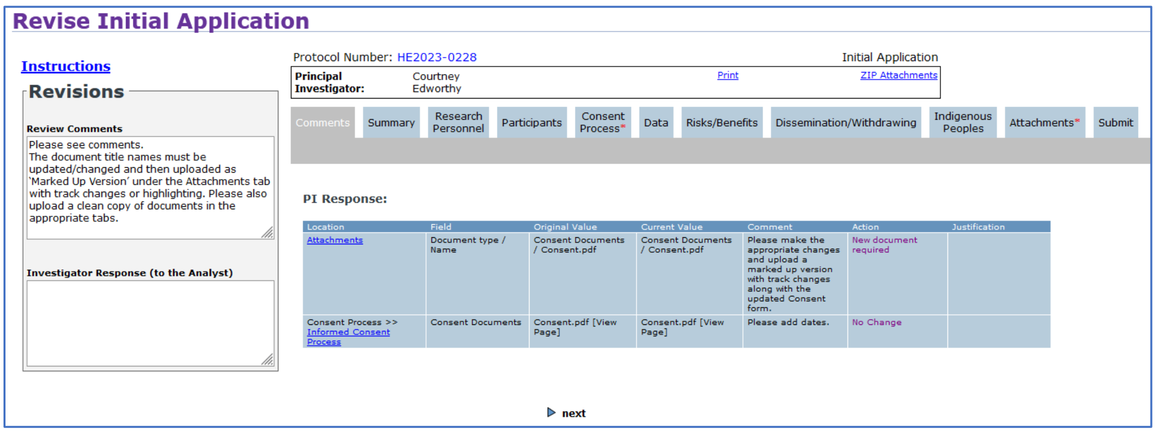
The revision has now bene sent to the OHRE.

Attachments: Marked-Up Versions

A Marked-Up Version of a document is a copy that includes track changes to indicate changes made. These documents must be uploaded in the Attachments tab along with a copy of a clean version of the document.

Important: The marked-up version is not part of the final approval. This means you will not see this copy once the submission is approved only the clean version.

Note: Depending on where you are in the submission process or what type of submission you are revising, the Marked-Up Version section in the Attachments tab may look sightly different. The example below is of an Initial Application returned to the PI for after a pre-review.



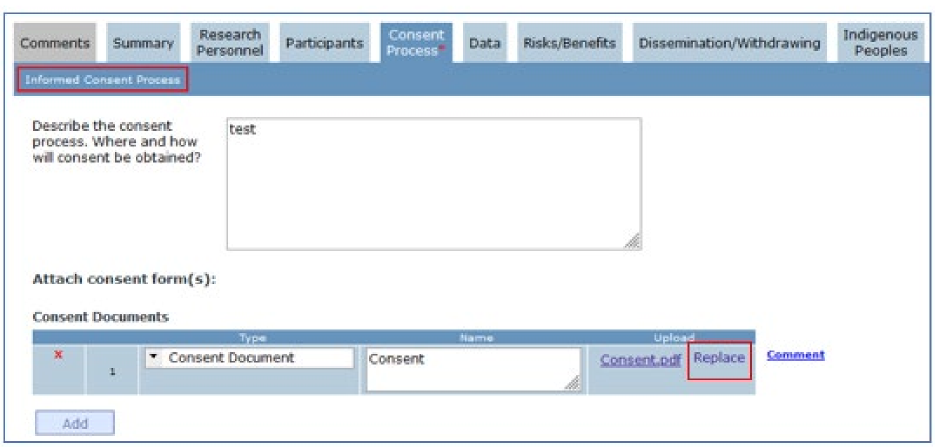
Upload Clean & Marked-Up Version

To upload the marked-up version you must replace/upload a new "clean" version of the document then the marked-up version.

There are two ways to upload the clean version: Under the designated tab (i.e. Consent Process for a consent form) or under the Attachments tab.

Designated Tab

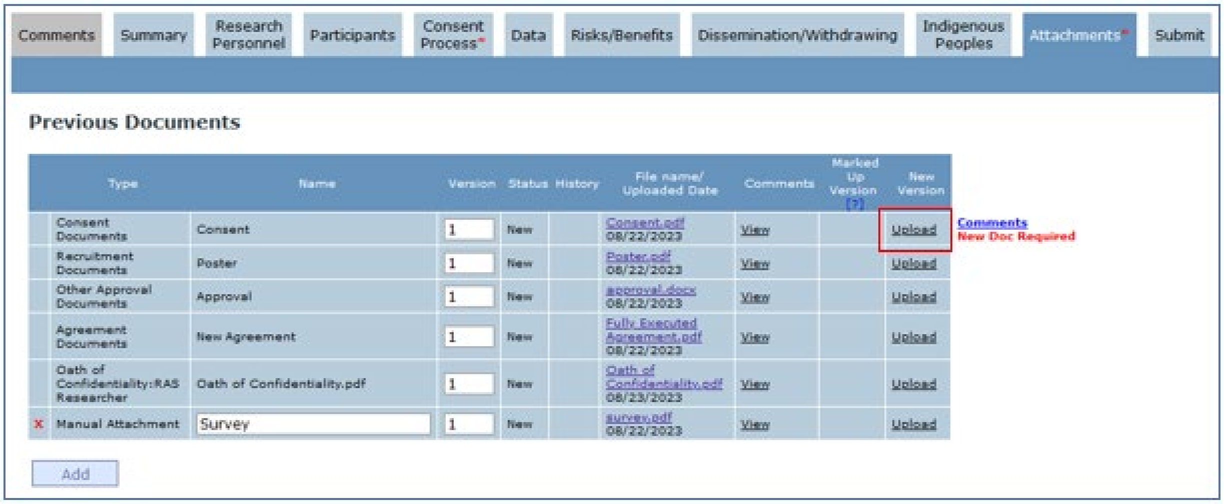
1. Navigate to the designated tab, in this example the **Consent Process** tab
2. Click **Replace**, find and **Upload** the <u>clean version</u> of the document



3. Once the new document has been uploaded navigate to the Attachments tab to upload the marked-up version

Attachments Tab

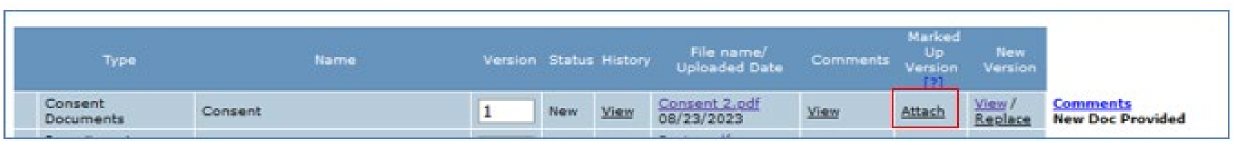
1. Navigate to the **Attachments** tab
2. Click **Upload** under New Version, find and **Upload** the clean version of the document
   3. Once the new document has been uploaded you can now upload the marked-up version



Type	Name	Version	Status	History	File name/ Uploaded Date	Comments	Marked Up Version [?]	New Version	
Consent Documents	Consent	1	New		Consent.pdf 08/22/2023	View		Upload	Comments New Doc Required
Recruitment Documents	Poster	1	New		Poster.pdf 08/22/2023	View		Upload	
Other Approval Documents	Approval	1	New		approval.docx 08/22/2023	View		Upload	
Agreement Documents	New Agreement	1	New		Fully Executed Agreement.pdf 08/22/2023	View		Upload	
Oath of Confidentiality:RAS Researcher	Oath of Confidentiality.pdf	1	New		Oath of Confidentiality.pdf 08/23/2023	View		Upload	
X Manual Attachment	Survey	1	New		survey.pdf 08/22/2023	View		Upload	

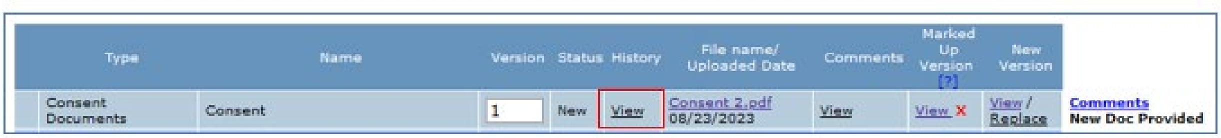
Marked-Up Version

1. Navigate to the **Attachments** tab
2. Click **Attach** under Marked Up Version, find and **Upload** the marked-up version of the document



Type	Name	Version	Status	History	File name/ Uploaded Date	Comments	Marked Up Version [?]	New Version	
Consent Documents	Consent	1	New	View	Consent 2.pdf 08/23/2023	View	Attach	View / Replace	Comments New Doc Provided

Note: The original document that was replaced in the designate tab and attachments tab can still be viewed by clicking **View** under History



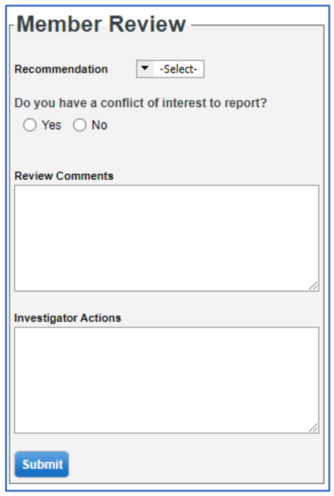
Type	Name	Version	Status	History	File name/ Uploaded Date	Comments	Marked Up Version [?]	New Version	
Consent Documents	Consent	1	New	View	Consent 2.pdf 08/23/2023	View	View X	View / Replace	Comments New Doc Provided

Review Process

When an application has been submitted there will be a task listed in the Task view for the Office of Human Research Ethics (OHRE). The OHRE 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

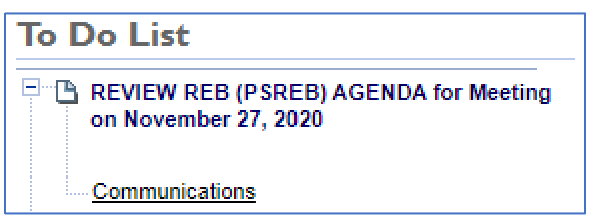


4. Indicate whether or not there is a conflict of interest
5. Add additional comments/actions if needed
6. Click **Submit**

Review Agenda

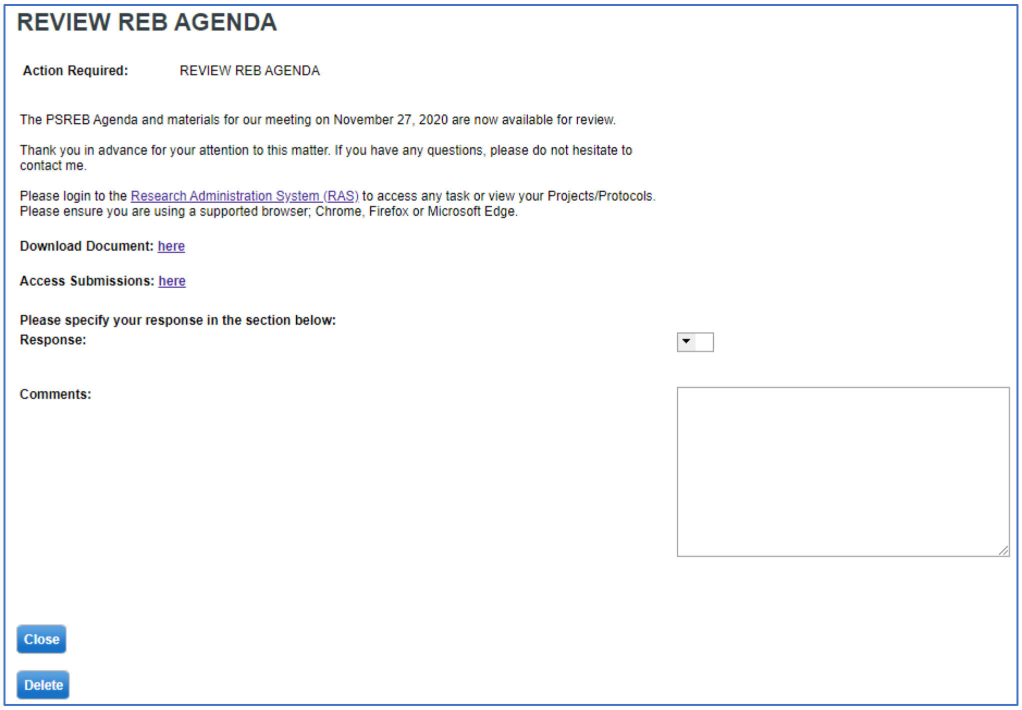
When the agenda is built/sent, members will receive an email and a task under the To Do List.

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

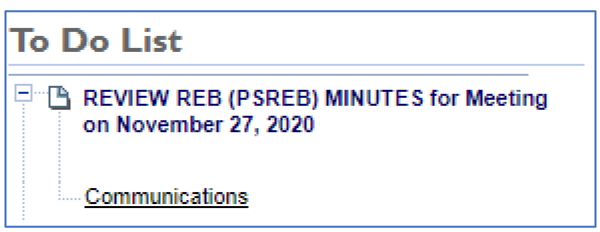
6. Click **Close** to close the task, Click **Delete** to remove the task from you list



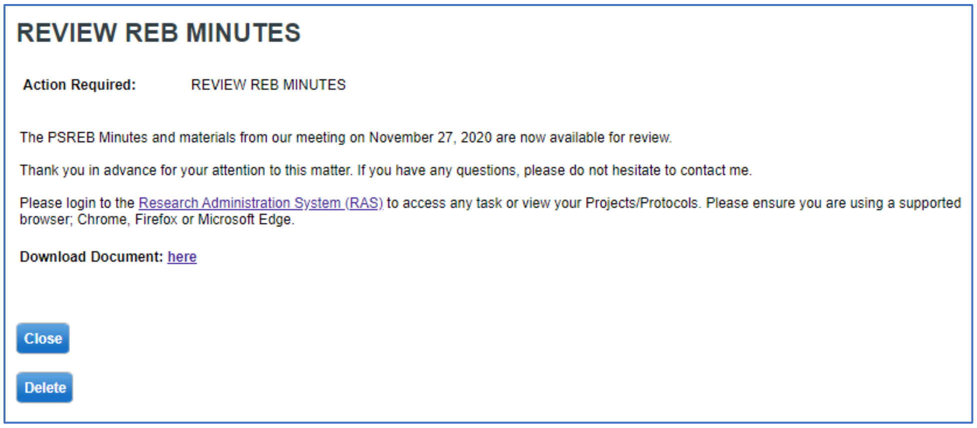
Review Minutes

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

Close

Delete