Quick Reference

Research Administration System (RAS)

Last Modified: August 25, 2023

Questions? Contact: RAS_Support@umanitoba.ca

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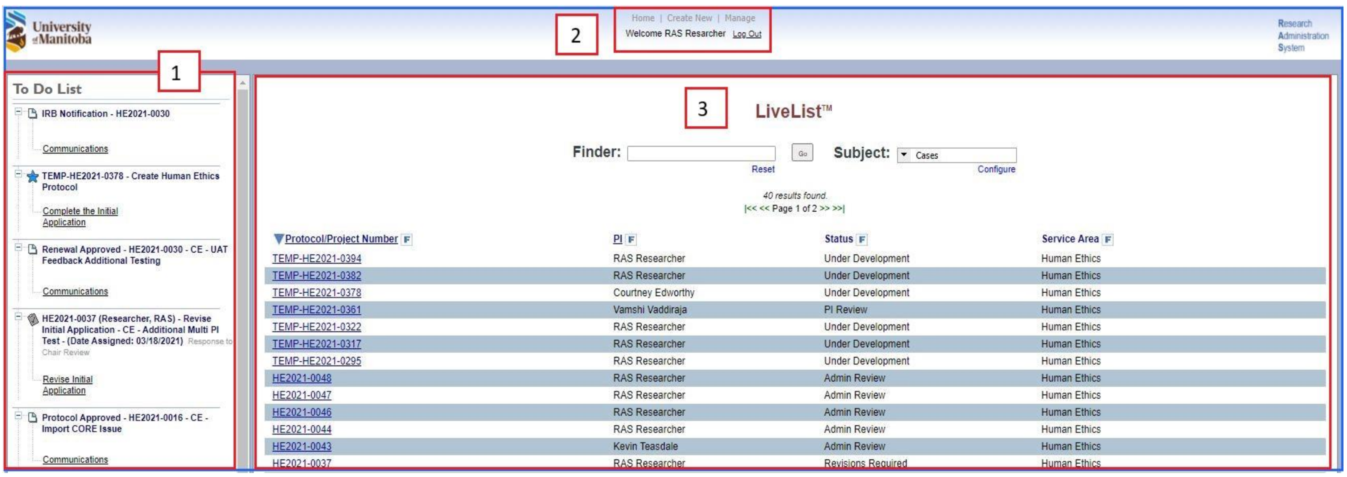
Logging In

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.



Certifications

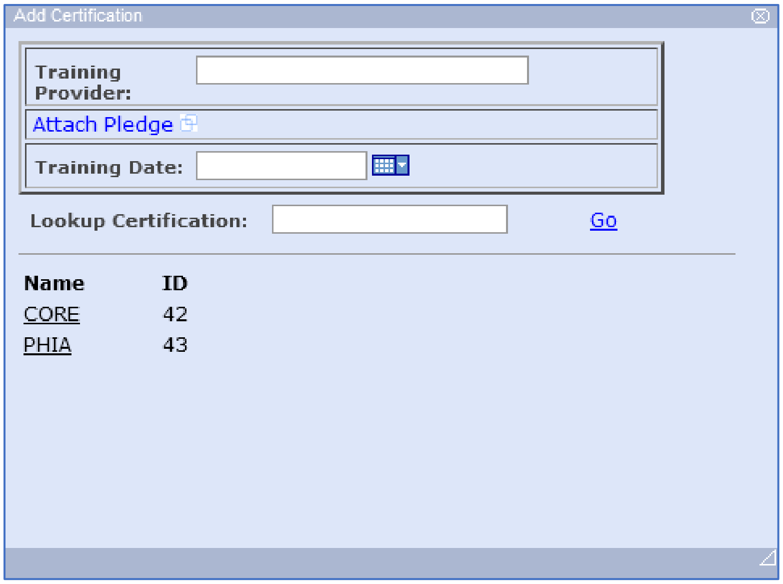
CORE certification is required for all research personnel submitting a Human Ethics protocol. PHIA certificate is only required for PIs and Advisors where PHIA is required for their Human Ethics protocol.

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

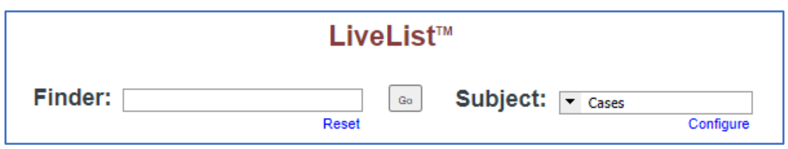


See video [“How to upload CORE and PHIA Certificates”] for more help.

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

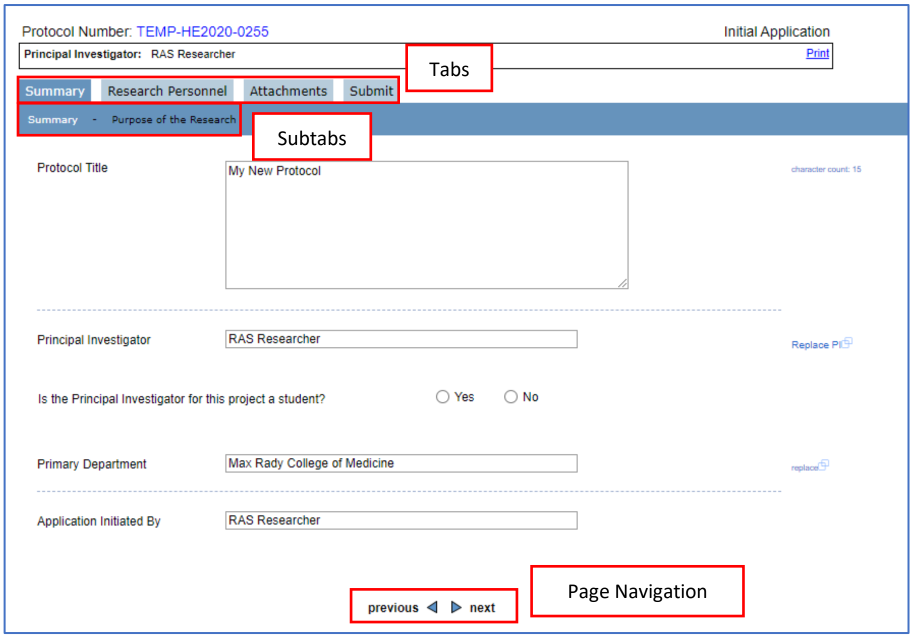


3. Enter one of the following:
    a. Protocol Number
    Note: For searching migrated protocol numbers with colons or brackets, the wildcard (*) is required for searching. This means that you cannot copy and paste the full migrated protocol number “HS12345 (P2000:123)” into the finder.
        i. to 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.

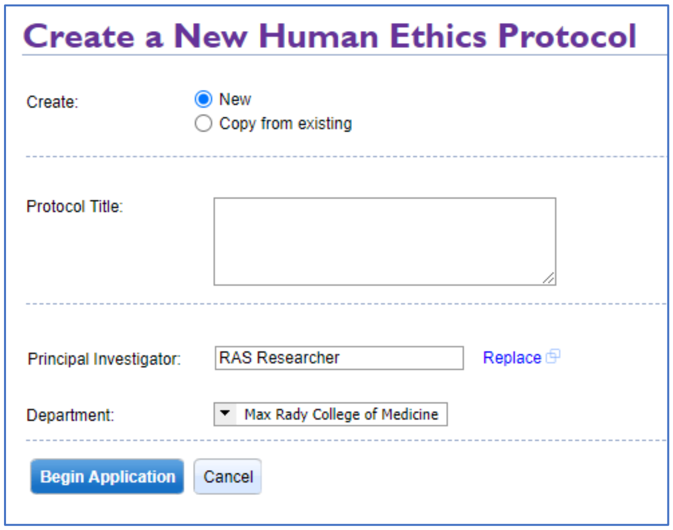
To navigate to each tab/subtab, click on the page navigation arrows at the bottom of the page or you can simply click on the tab/subtab at the top.



Submissions

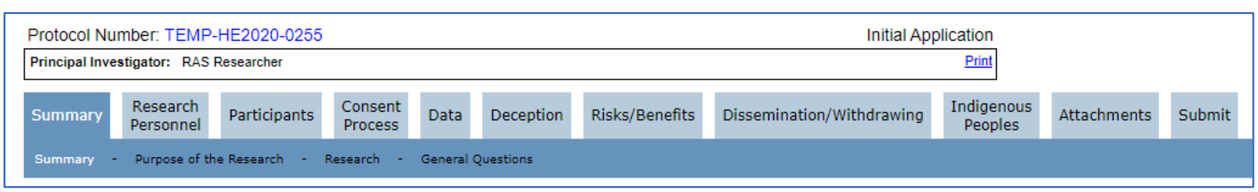
Create New Initial Application

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

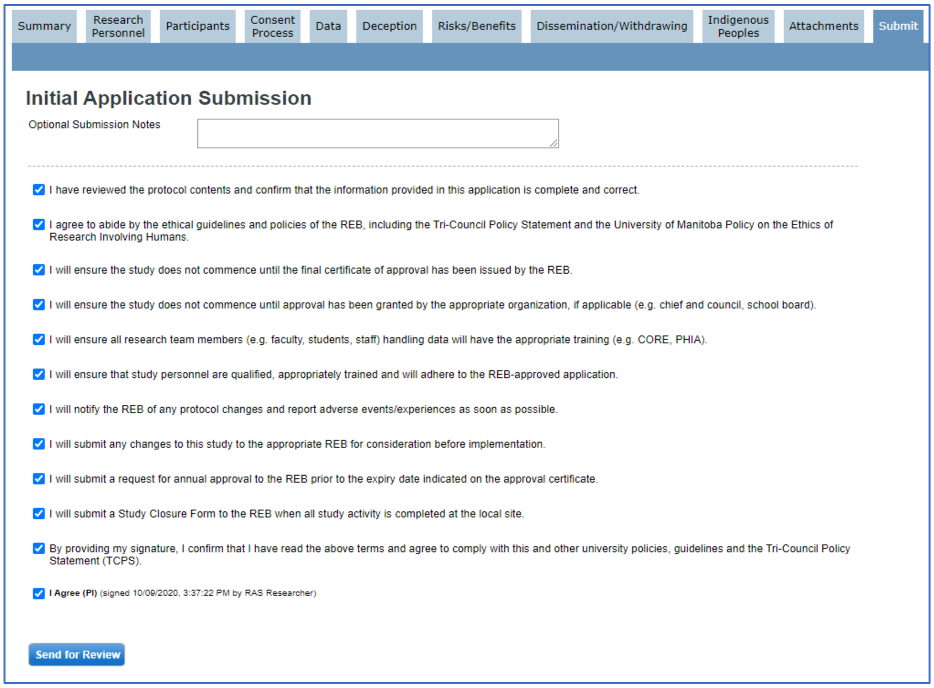
1. Navigate through each tab and subtab of the application answering each question as it appears
2. Important to note:
    a. If submitting a protocol as a Designate (i.e. Study Coordinator) the protocol will be sent to the PI for sign off once submitted.
    b. If submitting a protocol as a Student 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**



Sending the Initial Application back to the PI

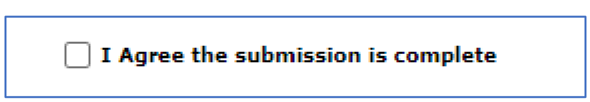
If you are a CoPI or Advisor, you will always have the option to send the submission back to the PI for review.

1. Navigate to the **Submit** tab
2. Read and check each of the Declaration Statements
3. Check the last box to 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/Human Ethics Office, keep this box unchecked.

4. Check the **I Agree** checkbox to agree to the certification statement
5. 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.

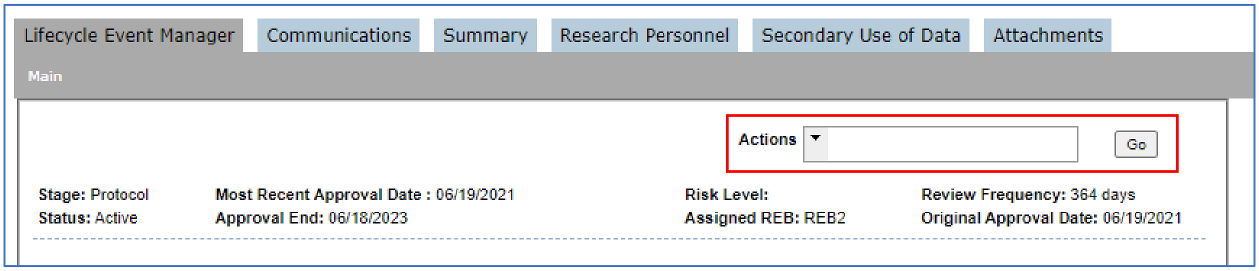
1. Navigate to the **Submit** tab
2. Check the **I Agree the submission is complete** checkbox
3. Click **Send to PI**



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 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 the Follow-On Submission back to the PI

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

1. Navigate to the **Submit** tab
2. Read and check each of the Declaration Statements
3. Check the last box to 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/Human Ethics Office, keep this box unchecked.

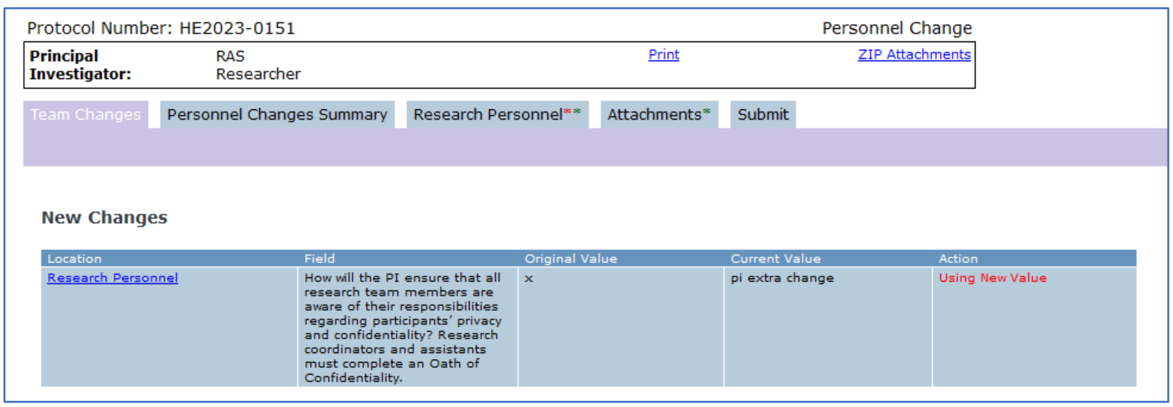
4. Check the **I Agree** checkbox to agree to the certification statement
5. Click **Send to PI**

If you are a Designate/Edit Access research member when you navigate to the Submit tab the follow-on 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**

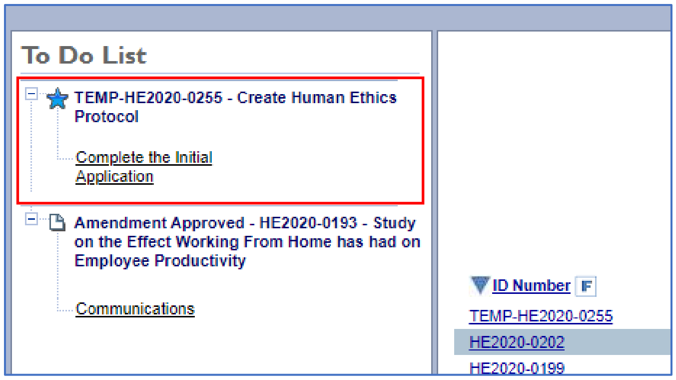
Team Changes Tab

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**.



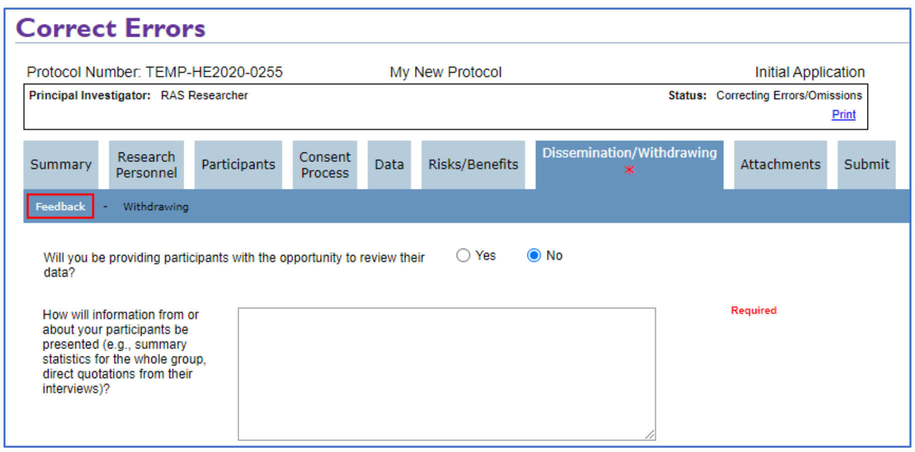
Save/Resume Submission

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

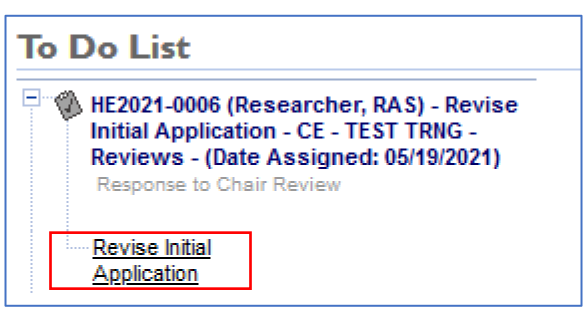


3. Fix each error indicated, return to the **Submit** tab and submit the application again

Submission Returned: Revisions Required

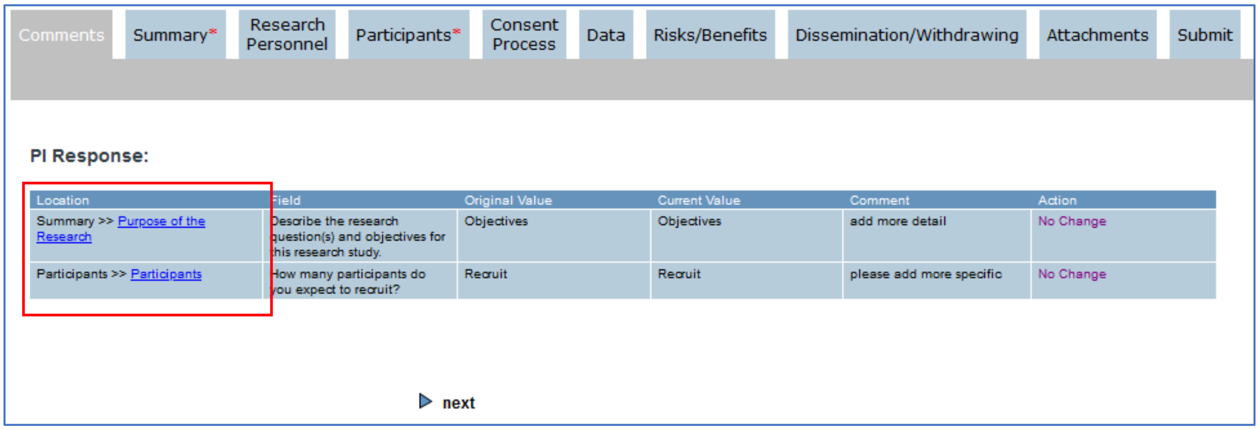
After an application or submission has been reviewed and it is sent back from the HEO for revisions (either from pre-review or REB review), the PI will receive an email notification and task to be completed in their To Do List.

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



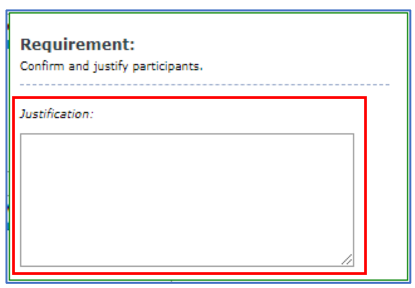
Note: Any comments made will also be indicated with a * on the tab within the Application section.

5. Make the appropriate changes to each question based on comments provided

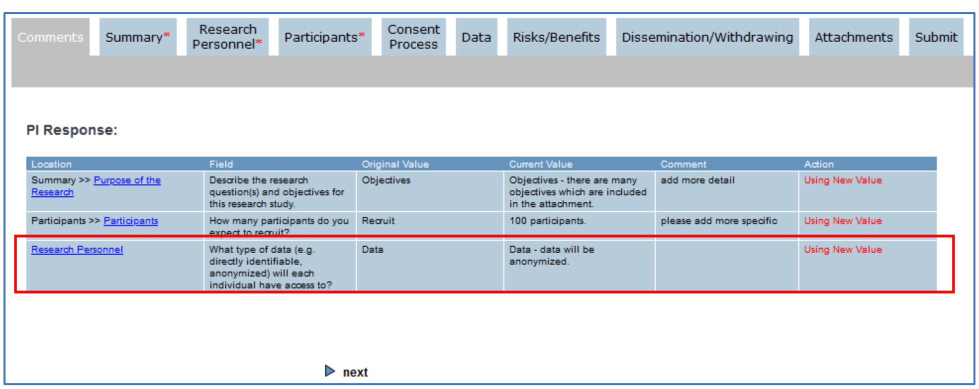
   Important: For information on how to upload a marked-up version of a document, please see [Attachment: Marked-Up Versions]

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

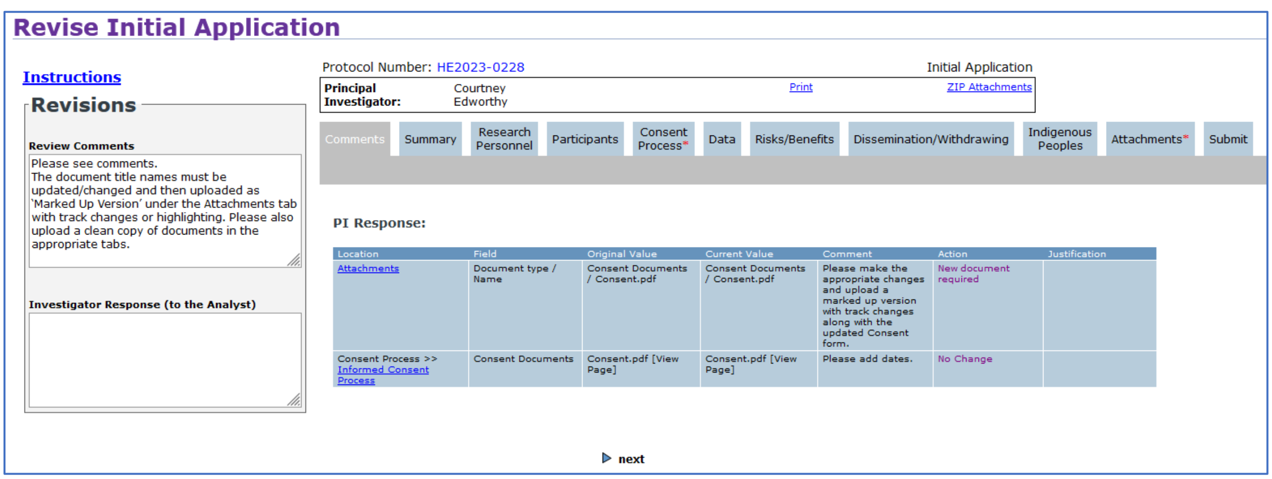
The revision has now bene sent to the HEO.

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.



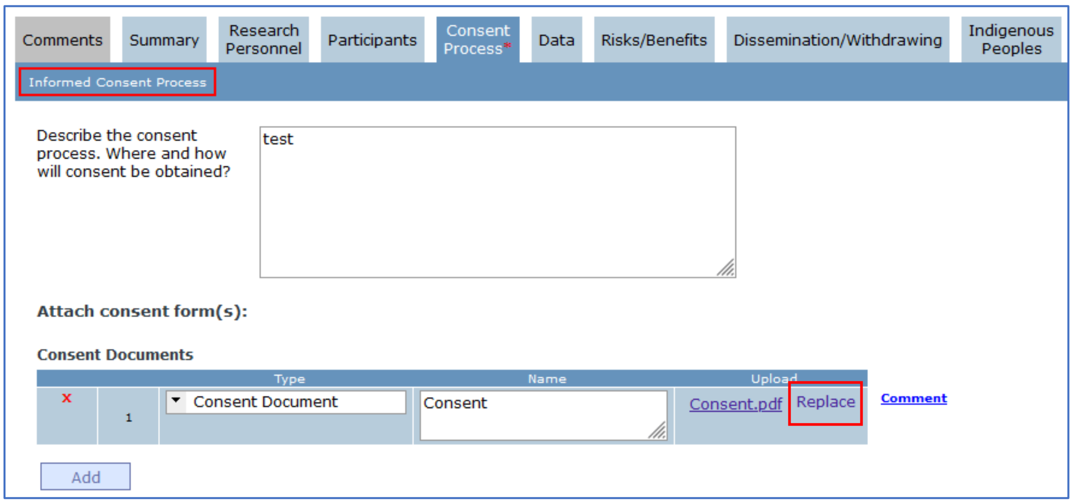
Upload Clean & Marked-Up Version

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

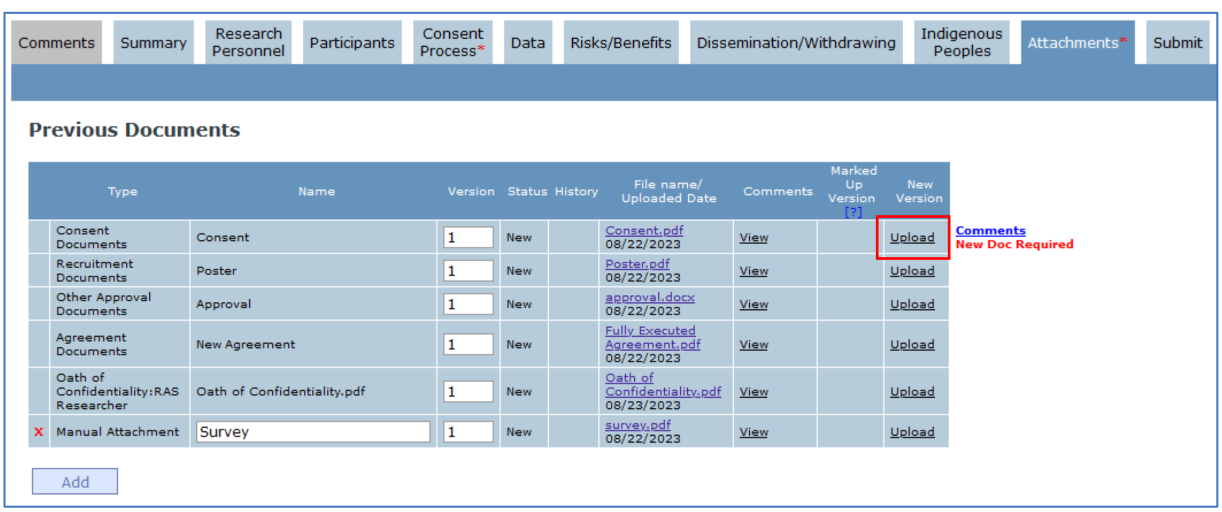
1. Navigate to the designated tab, in this example the **Consent Process** tab
2. Click **Replace**, find and **Upload** the clean version of the document



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](#)



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**

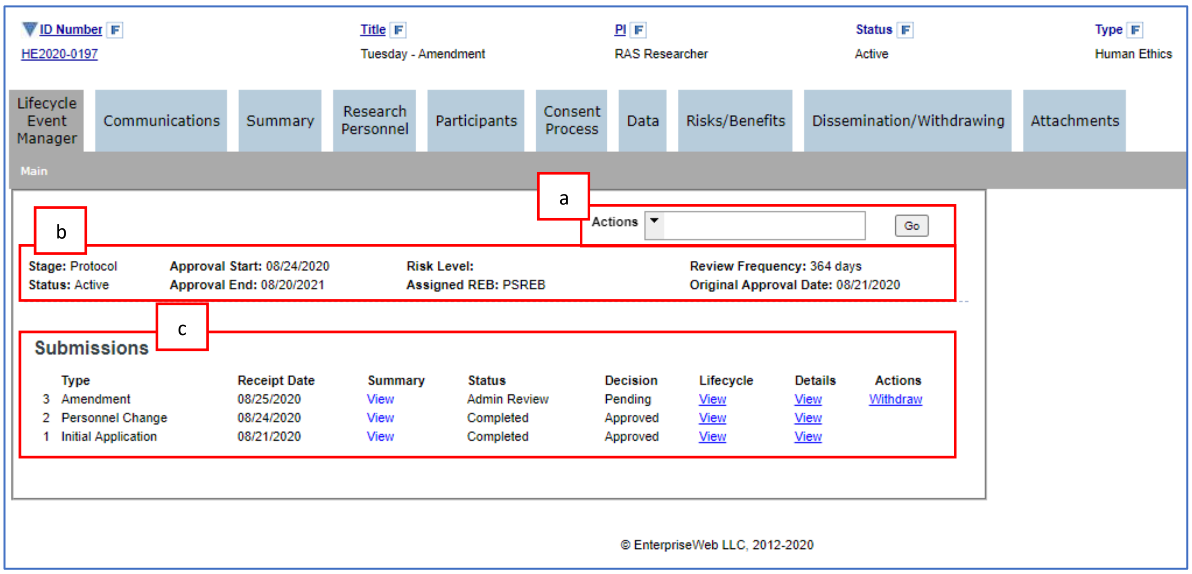
Note: The original document that was replaced in the designate tab and attachments tab can still be viewed by clicking **View** under History

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**

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.



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.

Submissions

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

Delete Submission

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

Submissions

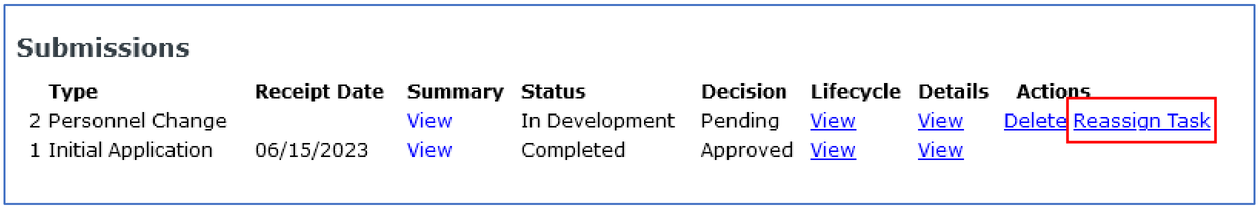
	Type	Receipt Date	Summary	Status	Decision	Lifecycle	Details	Actions
2	Personnel Change		View	In Development	Pending	View	View	Delete Reassign Task
1	Initial Application	06/15/2023	View	Completed	Approved	View	View	

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.

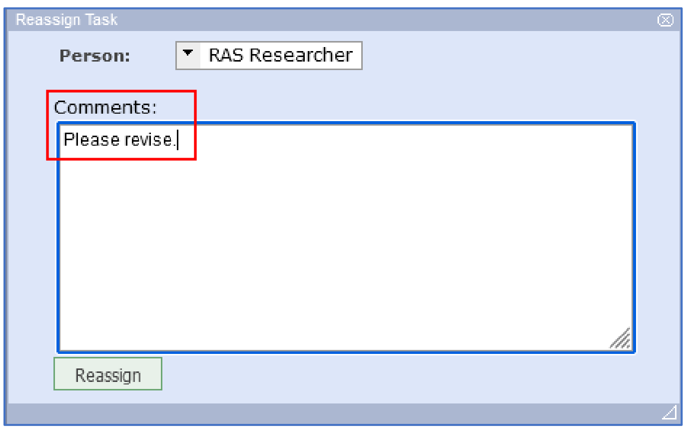
1. Under the Lifecycle Event Manager tab, select **Reassign Task** under actions
   Note: You can only reassign task prior to submission to the board.



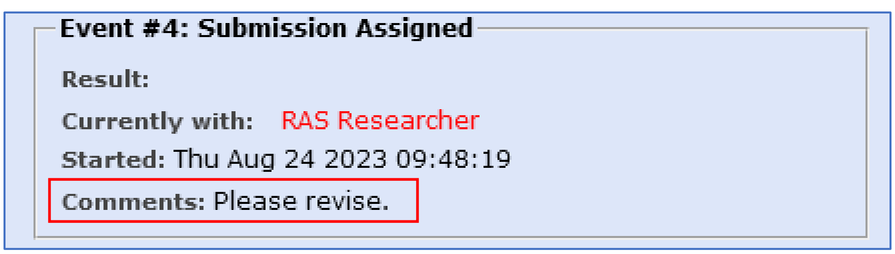
Submissions

	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	

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



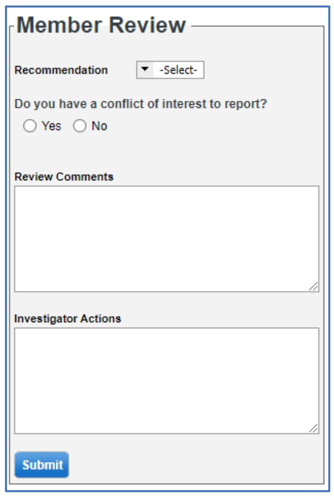
4. Click **Reassign,** then **OK**
5. Task is now reassigned and will be in this research members To Do List.

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

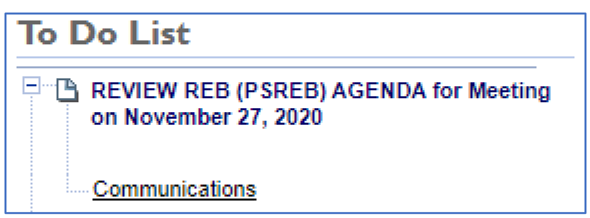


4. Indicate whether or not there is a conflict of interest
5. Add additional comments/actions if needed
6. Click **Submit**

Review Agenda

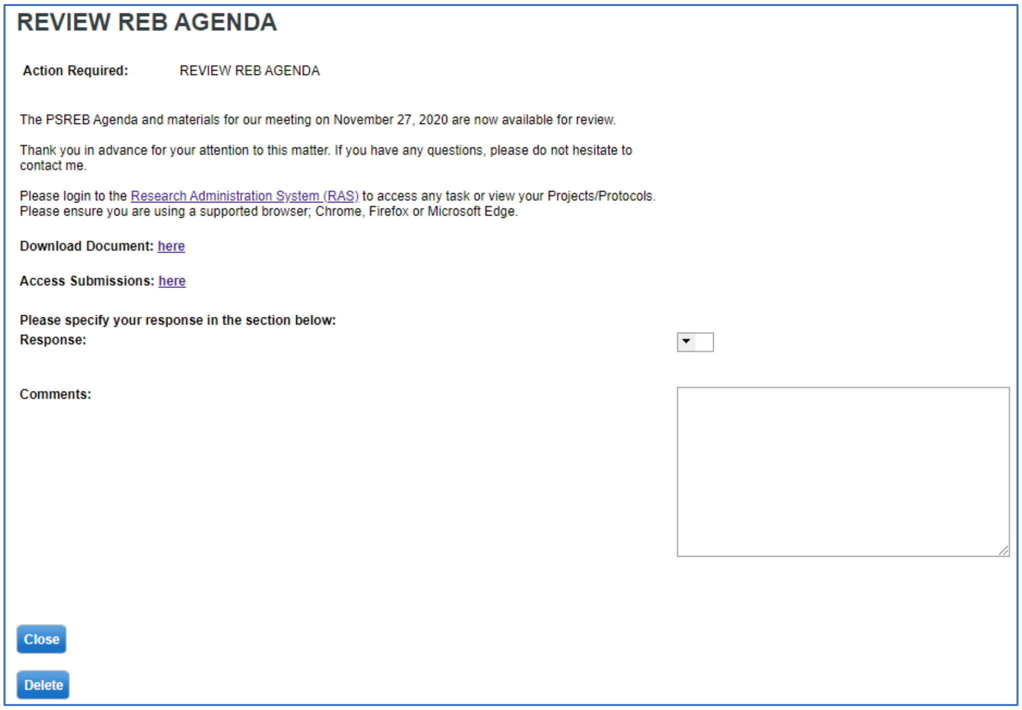
When the agenda is built/sent, members will receive an email and a task under the To Do List.

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

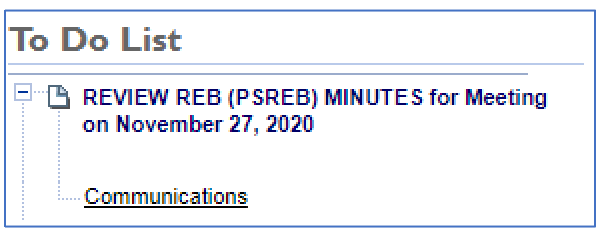
Questions? Contact: RAS_Support@umanitoba.ca



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