

Quick Reference

Research Administration System (RAS)

Last Modified: August 25, 2023

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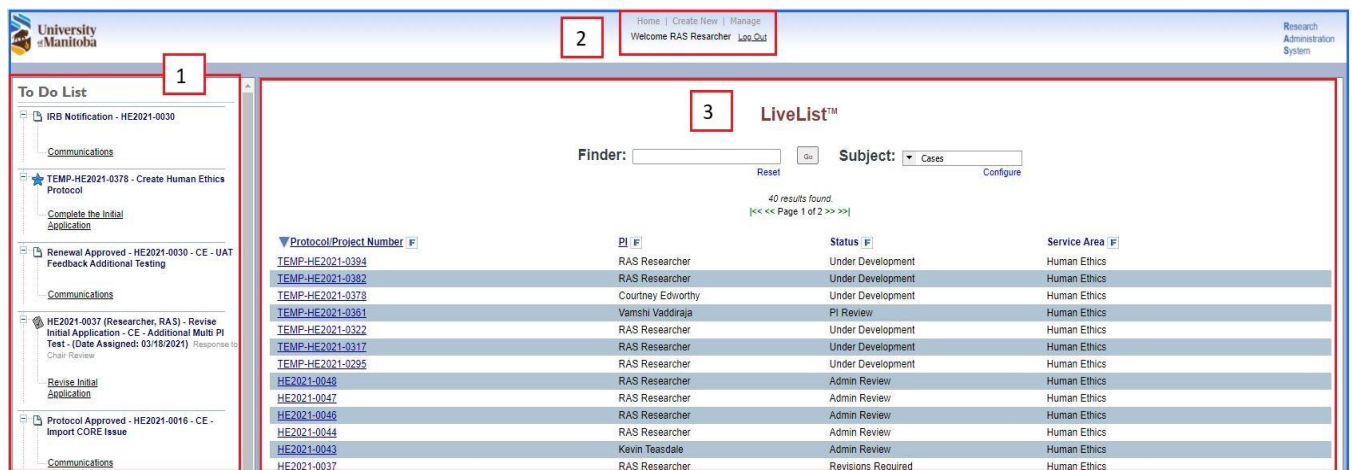
Logging In

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.



The screenshot shows the Research Administration System interface. On the left is the 'To Do List' pane (labeled 1), which contains several 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. The table has columns for Protocol/Project Number, PI, Status, and Service Area. Below the table, it indicates '40 results found' and 'Page 1 of 2'.

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

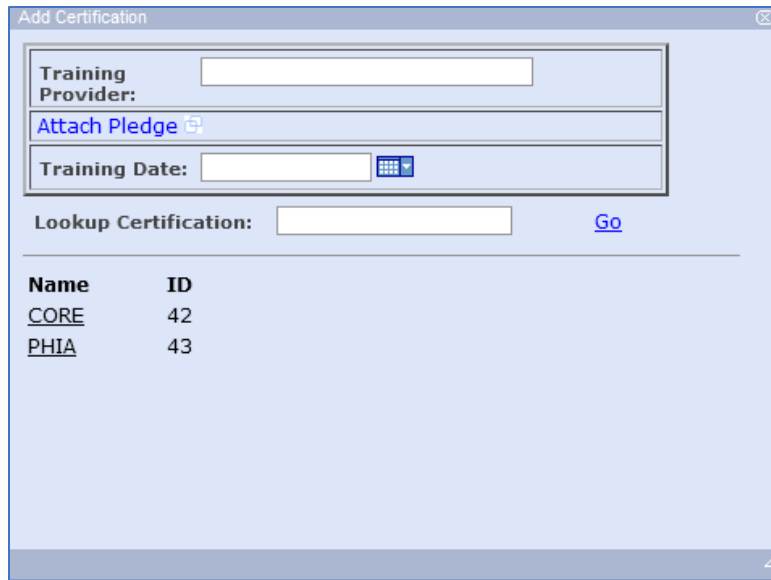
CORE certification is required for all research personnel submitting a Human Ethics protocol. PHIA certificate is only required for PIs and Advisors where PHIA is required for their Human Ethics protocol.

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



Add Certification

Training Provider:

Attach Pledge 

Training Date: 

Lookup Certification: [Go](#)

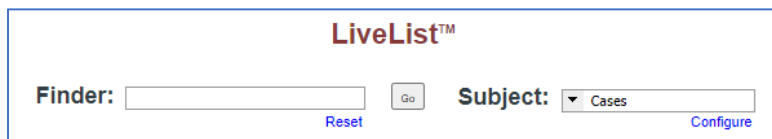
Name	ID
CORE	42
PHIA	43

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



LiveList™

Finder: Subject:

[Reset](#) [Configure](#)

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.

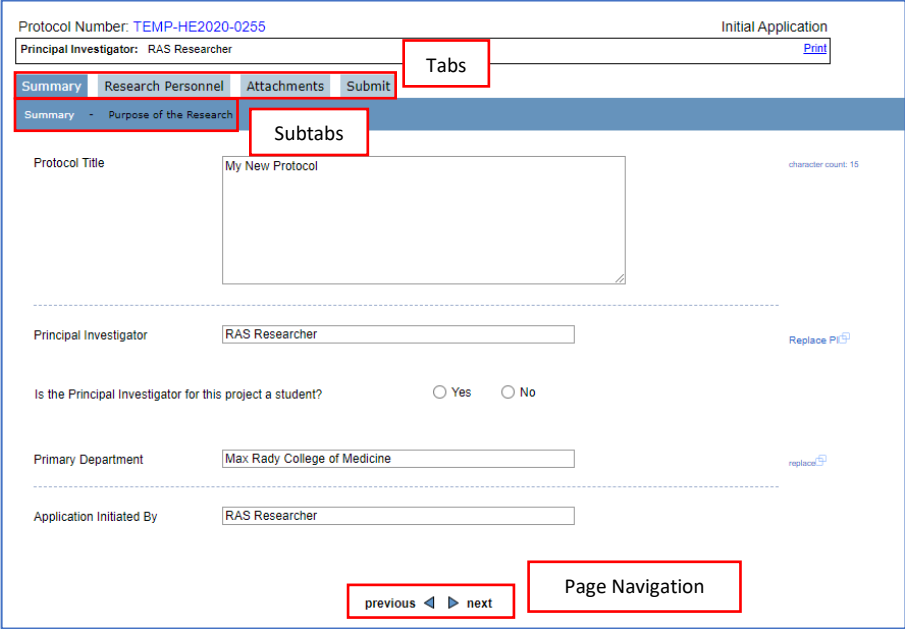
 - i. to search for P2000:123, type *P2000*123
 - ii. to search the HS number, type HS12345
 - b. PI First and/or Last Name
 - c. Partial string from the Title
4. Click **Go**, the LiveList will now filter based on the entered criteria
5. Click on the **Protocol Number** link to open the protocol to view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

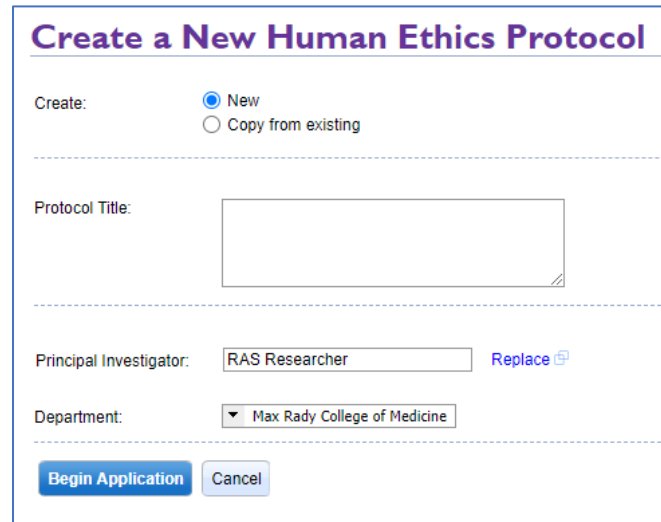


The screenshot displays the 'Initial Application' form for Protocol Number: TEMP-HE2020-0255. The form includes a header with the protocol number and a 'Print' link. Below the header is a navigation bar with tabs: 'Summary', 'Research Personnel', 'Attachments', and 'Submit'. A red box labeled 'Tabs' highlights this navigation bar. Under the 'Summary' tab, there are sub-tabs: 'Summary' and 'Purpose of the Research'. A red box labeled 'Subtabs' highlights the 'Purpose of the Research' sub-tab. The main content area contains several form fields: 'Protocol Title' (with a text area containing 'My New Protocol' and a 'character count: 15' indicator), 'Principal Investigator' (with a text field containing 'RAS Researcher' and a 'Replace PI' link), 'Is the Principal Investigator for this project a student?' (with radio buttons for 'Yes' and 'No'), 'Primary Department' (with a text field containing 'Max Rady College of Medicine' and a 'replace' link), and 'Application Initiated By' (with a text field containing 'RAS Researcher'). At the bottom of the form, there are 'previous' and 'next' navigation arrows, with a red box labeled 'Page Navigation' highlighting them.

Submissions

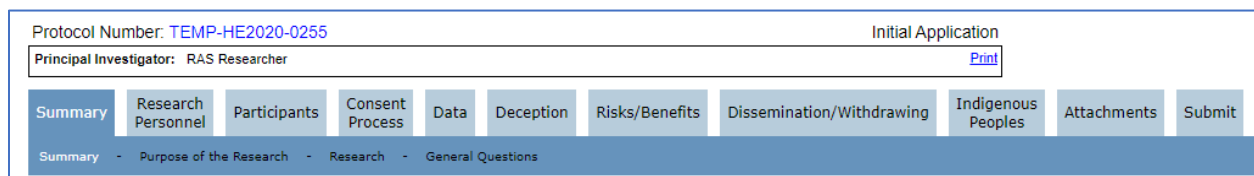
Create New Initial Application

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**

Summary	Research Personnel	Participants	Consent Process	Data	Deception	Risks/Benefits	Dissemination/Withdrawing	Indigenous Peoples	Attachments	Submit
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Initial Application Submission

Optional Submission Notes

- I have reviewed the protocol contents and confirm that the information provided in this application is complete and correct.
- I agree to abide by the ethical guidelines and policies of the REB, including the Tri-Council Policy Statement and the University of Manitoba Policy on the Ethics of Research Involving Humans.
- I will ensure the study does not commence until the final certificate of approval has been issued by the REB.
- I will ensure the study does not commence until approval has been granted by the appropriate organization, if applicable (e.g. chief and council, school board).
- I will ensure all research team members (e.g. faculty, students, staff) handling data will have the appropriate training (e.g. CORE, PHIA).
- I will ensure that study personnel are qualified, appropriately trained and will adhere to the REB-approved application.
- I will notify the REB of any protocol changes and report adverse events/experiences as soon as possible.
- I will submit any changes to this study to the appropriate REB for consideration before implementation.
- I will submit a request for annual approval to the REB prior to the expiry date indicated on the approval certificate.
- I will submit a Study Closure Form to the REB when all study activity is completed at the local site.
- By providing my signature, I confirm that I have read the above terms and agree to comply with this and other university policies, guidelines and the Tri-Council Policy Statement (TCPS).
- I Agree (PI) (signed 10/09/2020, 3:37:22 PM by RAS Researcher)

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.

Send Initial Application back to the PI for review? (Select this option only if you have made changes to the Initial Application, and want the PI to review them)

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.

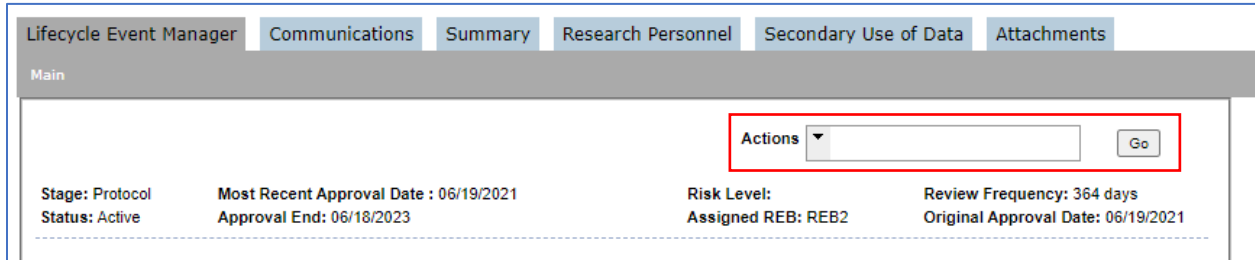
1. Navigate to the **Submit** tab
2. Check the **I Agree the submission is complete** checkbox
3. Click **Send to PI**

I Agree the submission is complete

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



The screenshot shows the 'Lifecycle Event Manager' interface with tabs for 'Communications', 'Summary', 'Research Personnel', 'Secondary Use of Data', and 'Attachments'. The 'Main' section contains a table with protocol details. A red box highlights the 'Actions' dropdown menu and a 'Go' button. The table below shows the following information:

Stage: Protocol	Most Recent Approval Date : 06/19/2021	Risk Level:	Review Frequency: 364 days
Status: Active	Approval End: 06/18/2023	Assigned REB: REB2	Original Approval Date: 06/19/2021

- 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.

Send Amendment back to the PI for review? (Select this option only if you have made changes to the Amendment, and want the PI to review them)

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**

I Agree the submission is complete

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**.

Protocol Number: HE2023-0151 Personnel Change

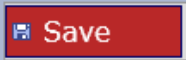
Principal Investigator: RAS Researcher	Print ZIP Attachments
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Team Changes
Personnel Changes Summary
Research Personnel**
Attachments*
Submit

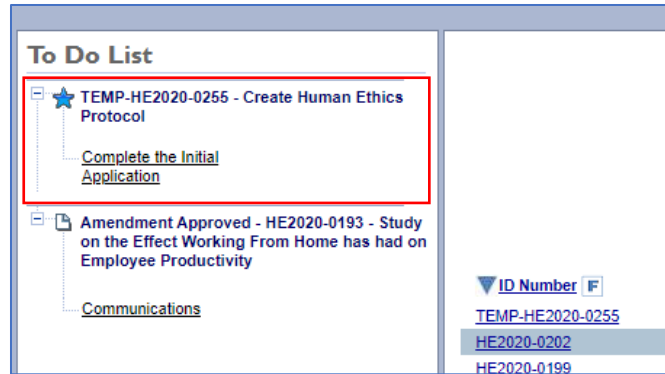
New Changes

Location	Field	Original Value	Current Value	Action
Research Personnel	How will the PI ensure that all research team members are aware of their responsibilities regarding participants' privacy and confidentiality? Research coordinators and assistants must complete an Oath of Confidentiality.	x	pi extra change	Using New Value

Save/Resume Submission

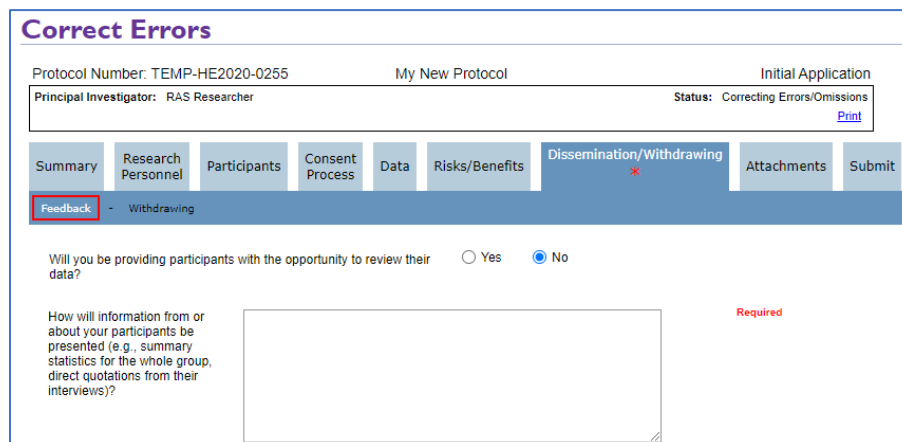
1. All submissions are saved automatically when you navigate to another tab within your submission. You can click  at the top left-hand side of the screen though to ensure it has saved fully.

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

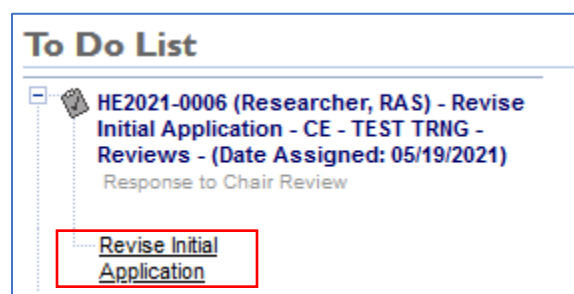


3. Fix each error indicated, return to the **Submit** tab and submit the application again

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

Comments	Summary*	Research Personnel	Participants*	Consent Process	Data	Risks/Benefits	Dissemination/Withdrawing	Attachments	Submit
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PI Response:

Location	Field	Original Value	Current Value	Comment	Action
Summary >> Purpose of the Research	Describe the research question(s) and objectives for this research study.	Objectives	Objectives	add more detail	No Change
Participants >> Participants	How many participants do you expect to recruit?	Recruit	Recruit	please add more specific	No Change

▶ next

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
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.

Requirement:
Confirm and justify participants.

Justification:

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

Comments	Summary*	Research Personnel*	Participants*	Consent Process	Data	Risks/Benefits	Dissemination/Withdrawing	Attachments	Submit
----------	----------	---------------------	---------------	-----------------	------	----------------	---------------------------	-------------	--------

PI Response:

Location	Field	Original Value	Current Value	Comment	Action
Summary >> Purpose of the Research	Describe the research question(s) and objectives for this research study.	Objectives	Objectives - there are many objectives which are included in the attachment.	add more detail	Using New Value
Participants >> Participants	How many participants do you expect to recruit?	Recruit	100 participants.	please add more specific	Using New Value
Research Personnel	What type of data (e.g. directly identifiable, anonymized) will each individual have access to?	Data	Data - data will be anonymized.		Using New Value

▶ next

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

[Instructions](#)

Response to Chair Review

Review Comments

Investigator Response (to the Administrator)

- Navigate to the **Submit** tab and resubmit the application/submission

The revision has now been 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 slightly different. The example below is of an Initial Application returned to the PI for after a pre-review.

Revise Initial Application

[Instructions](#)

Revisions

Review Comments

Please see comments. The document title names must be updated/changed and then uploaded as 'Marked Up Version' under the Attachments tab with track changes or highlighting. Please also upload a clean copy of documents in the appropriate tabs.

Investigator Response (to the Analyst)

Protocol Number: **HE2023-0228** Initial Application

Principal Investigator: Courtney Edworthy [Print](#) [ZIP Attachments](#)

Comments
Summary
Research Personnel
Participants
Consent Process*
Data
Risks/Benefits
Dissemination/Withdrawing
Indigenous Peoples
Attachments*
Submit

PI Response:

Location	Field	Original Value	Current Value	Comment	Action	Justification
Attachments	Document type / Name	Consent Documents / Consent.pdf	Consent Documents / Consent.pdf	Please make the appropriate changes and upload a marked up version with track changes along with the updated Consent form.	New document required	
Consent Process >> Informed Consent Process	Consent Documents	Consent.pdf [View Page]	Consent.pdf [View Page]	Please add dates.	No Change	

▶ next

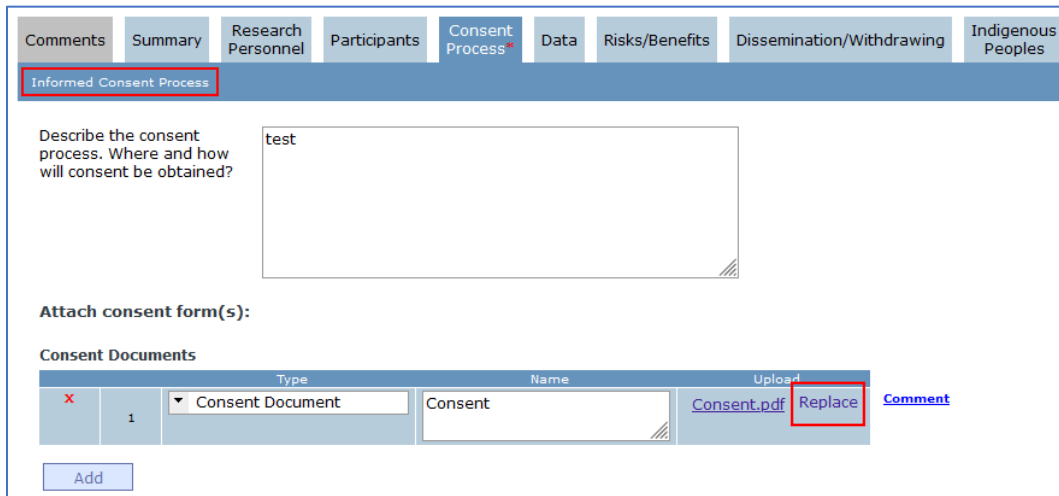
Upload Clean & Marked-Up Version

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

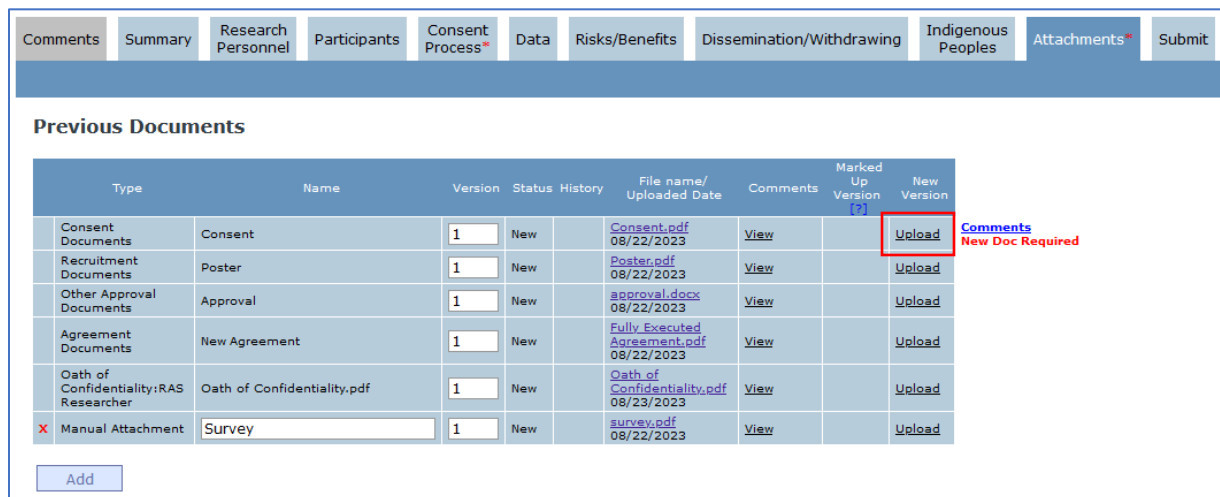
1. Navigate to the designated tab, in this example the **Consent Process** tab
2. Click **Replace**, find and **Upload** the clean version of the document



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



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
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
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

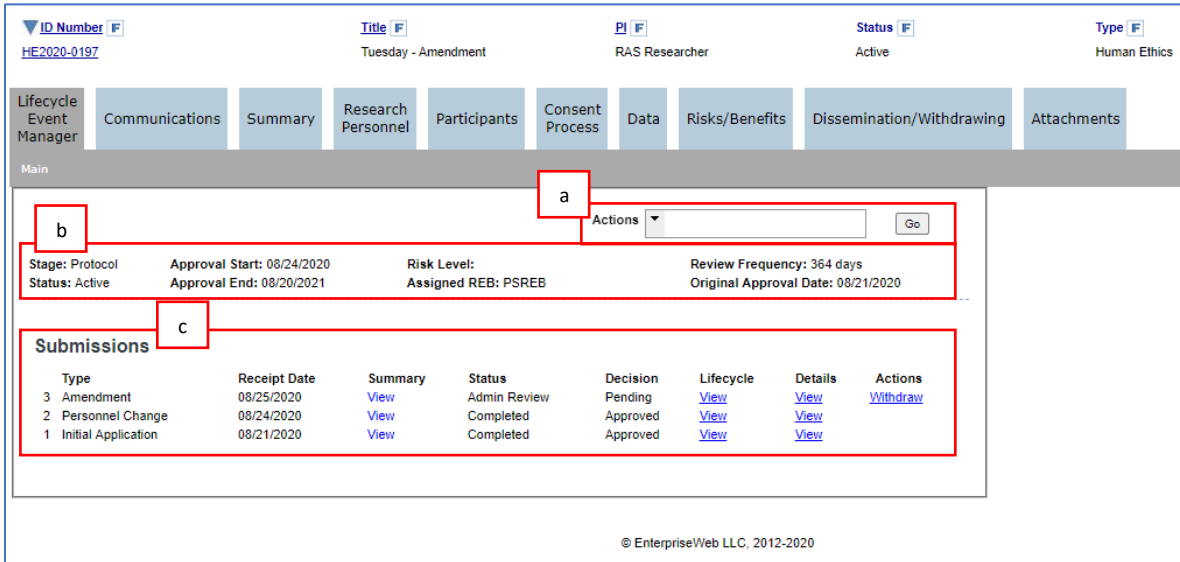
Type	Name	Version	Status	History	File name/ Uploaded Date	Comments	Marked Up Version [?]	New Version
Consent Documents	Consent	1	New	View	Consent 2.pdf 08/23/2023	View	View X	View / Replace

[Comments](#)
New Doc Provided

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 main section displays protocol details: Stage: Protocol, Status: Active, Approval Start: 08/24/2020, Approval End: 08/20/2021, Risk Level: Assigned REB: PSREB, Review Frequency: 364 days, and Original Approval Date: 08/21/2020. Below this is a table of Submissions with columns for Type, Receipt Date, Summary, Status, Decision, Lifecycle, Details, and Actions.

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

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
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.

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**.

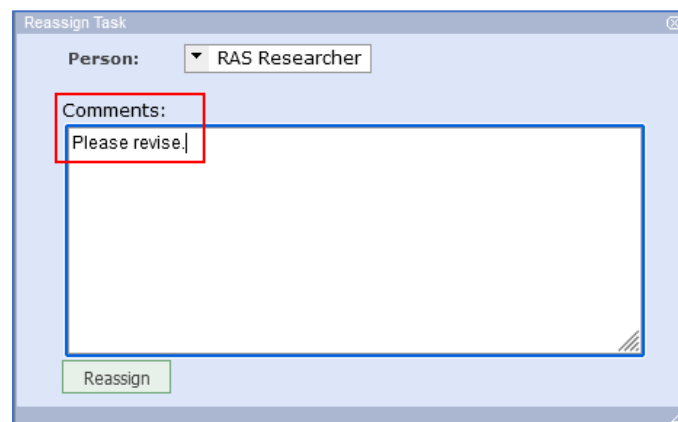
Important: Only research members with Edit Access can be reassigned the submission.

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



Reassign Task

Person: ▼ RAS Researcher

Comments:
Please revise.

Reassign

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

Event #4: Submission Assigned

Result:

Currently with: **RAS Researcher**

Started: Thu Aug 24 2023 09:48:19

Comments: Please revise.

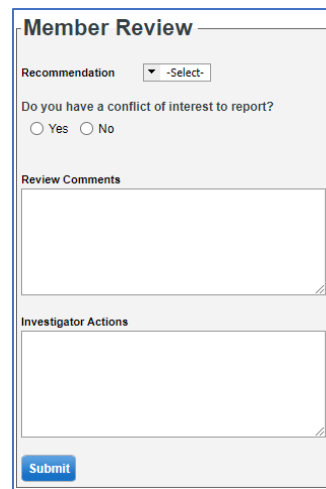
4. Click **Reassign**, then **OK**
5. Task is now reassigned and will be in this research members To Do List.

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



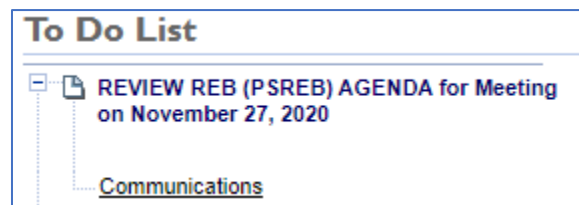
The screenshot shows a web form titled "Member Review". It contains a "Recommendation" dropdown menu with a "-Select-" option. Below it is a question "Do you have a conflict of interest to report?" with radio buttons for "Yes" and "No". There are two large text input areas: "Review Comments" and "Investigator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

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:

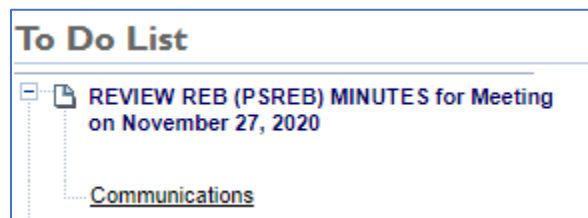
[Close](#)

[Delete](#)

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](#)