CONVERIS RESEARCH ETHICS MODULE
Reviewer Procedures – Version 1.0

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INTRODUCTION

The research ethics application form and review process will now be completed online via the Converis Research Ethics module. This is designed to allow for greater transparency in the review process and save administrative staff a significant amount of time each year. As the system is web based and mobile device friendly, REB applications can be accessed at any time. The system has the ability to send automatic notifications when a review is requested and reminders of review deadlines. The system overall is much more efficient. REB applications can viewed, reviews uploaded and submitted thought the system.
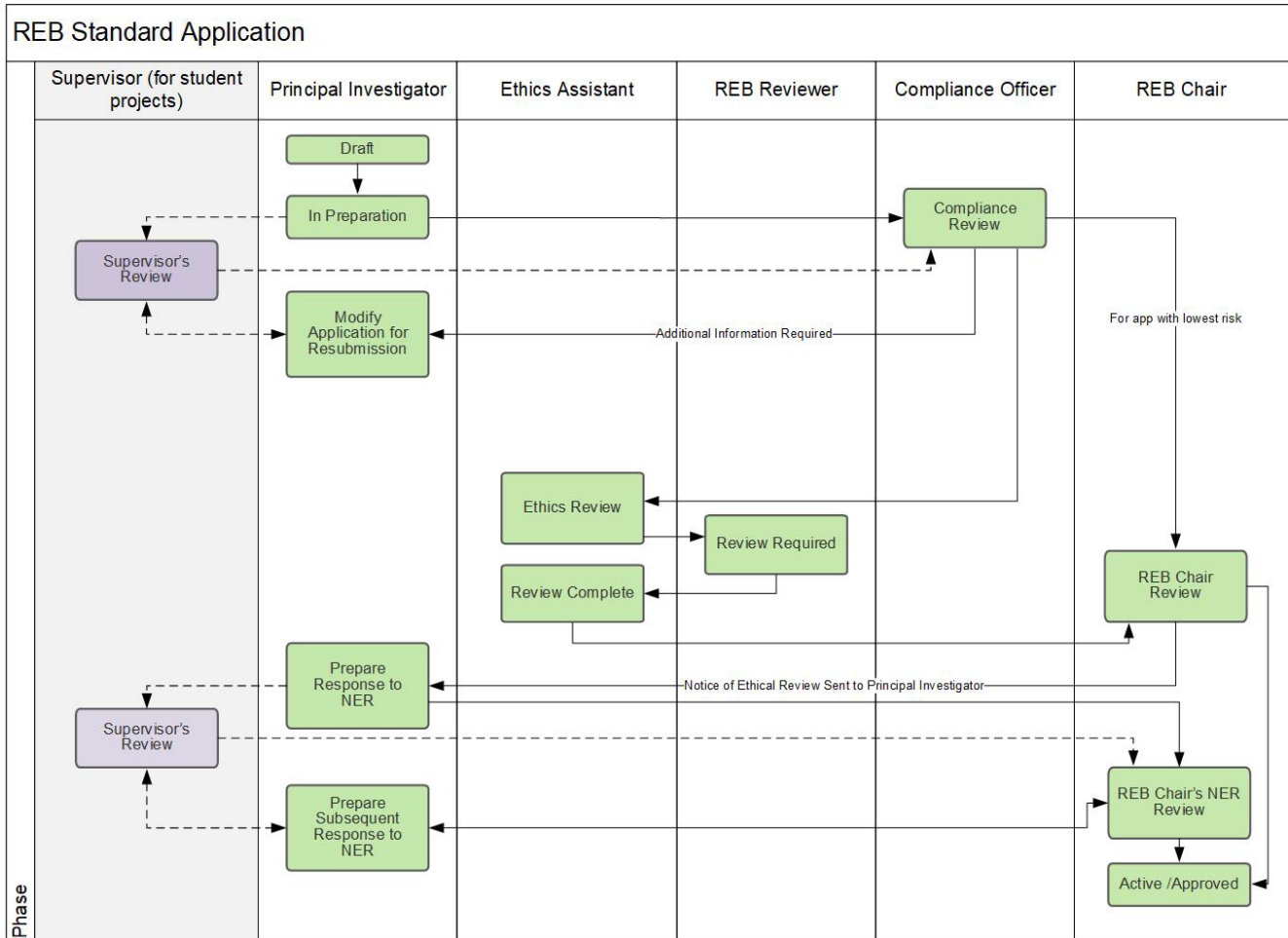
For any support, questions or to provide feedback, please contact:

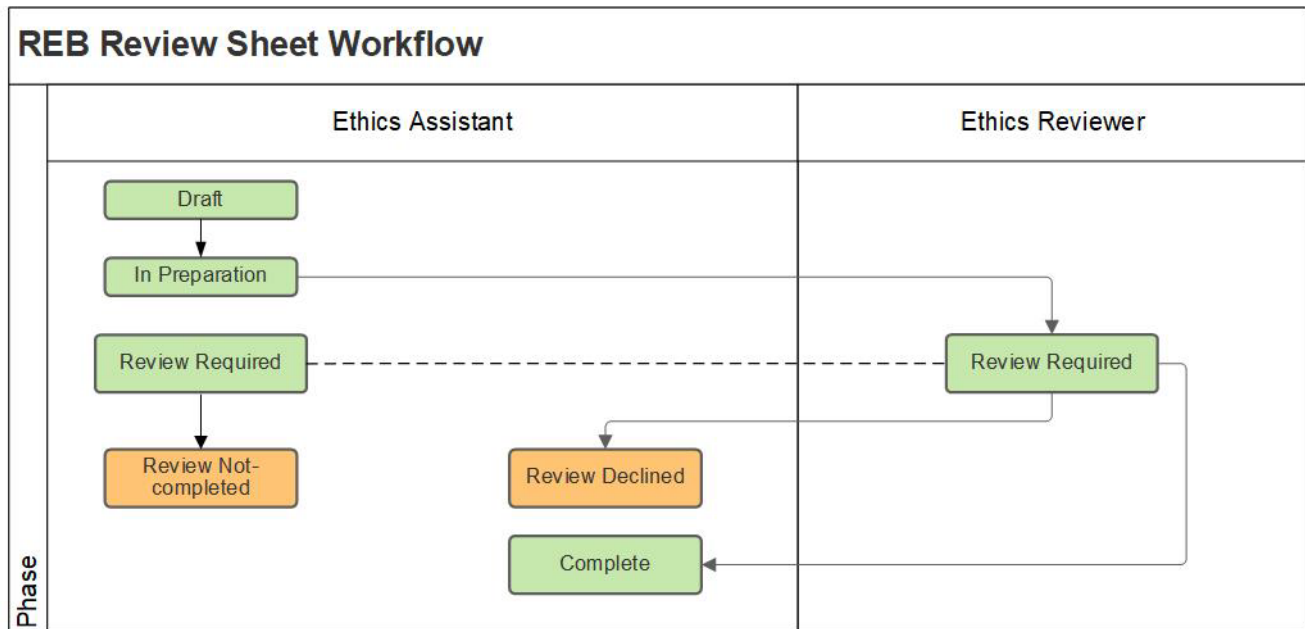Research.Ethics@uregina.ca
306-585-4775

Responses will be received by the end of the next business day.

WORKFLOW

The Converis Research Ethics Application follows this workflow:

REB Standard Application

Supervisor (for student projects)	Principal Investigator	Ethics Assistant	REB Reviewer	Compliance Officer	REB Chair

Draft → In Preparation → Compliance Review

Supervisor's Review

Modify Application for Resubmission ← Additional Information Required

For app with lowest risk

Ethics Review → Review Required

Review Complete

REB Chair Review

Prepare Response to NER ← Notice of Ethical Review Sent to Principal Investigator

Supervisor's Review

REB Chair's NER Review

Prepare Subsequent Response to NER

Active /Approved

Phase

The Converis Research Ethics Review Sheet follows this workflow:

REB Review Sheet Workflow

Ethics Assistant	Ethics Reviewer

Draft → In Preparation → Review Required → Review Not-completed

In Preparation → Review Required (Ethics Reviewer)

Review Required (Ethics Reviewer) → Review Declined → Complete

Phase

GETTING STARTED

How to Login to the Converis System

- Please click here to access Converis
  or go to https://uregina.converis.clarivate.com/

- Users will be directed to the page below. This is the single sign on page which will require users to log in with Novell credentials.

University of Regina Authentication Required

Log In to Access uregina.converis.thomsonreuters.com	
Your uregina.ca username: [ ]	
Your uregina.ca password: [ ]	
☐ Don't remember login	
[Login]	

In the **username** box, please enter the uregina.ca username you use to log in for email, URcourses, MicroFocus network client, etc.

In the **password** box, please enter your uregina.ca password.

If you are experiencing difficulties logging in, please contact the IT Support Centre at 306-585-4685 or email IT.Support@uregina.ca.

- The screen below will then appear. This is a security certificate from Information Services and it will only appear the first time when logging in on a device (or if you cleared your cache). If you login on a different device, you will then see this screen again.

Select the second bullet and then click "Accept"

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

○ Ask me again at next login
  - I agree to send my information this time.

◉ Ask me again if information to be provided to this service changes
  - I agree that the same information will be sent automatically to this service in the future.

○ Do not ask me again
  - I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

[Reject] [Accept]

Dashboard

Once logged in, users are taken to the Dashboard, which contains basic information about the user, their role, an "inbox" of items requiring attention, menu items that can be clicked on to view records the user has access to, and the ability to create new content.

1. **Role:**
   - The user's role is indicated in the top right corner. All academic staff members will have a "Researcher" role by default. As an REB reviewer you have been assigned a "Reviewer" role. You will need to select the Reviewer role to view applications assigned to you as a reviewer.

2. **"Things to do"**
   - This will provide an at-a-glance space that will link to REB Applications that require review.

3. **"Recently Edited"**
   - REB applications that are currently being worked on will be found here. There will be a time and date stamp of when the application was last edited.

4. **"REB Application"**
   - This brings up a list of all of the REB Applications that require a review

5. **"REB Review Sheets"**

   - This brings up a list of all the review sheets assigned to a reviewer. You can view past review sheets that you have submitted here.

Navigation

- Select "Cancel" to leave the page without saving your changes.
- Select "Save" to save your changes and stay on the page, do this frequently to prevent changes from being lost.
- Select "Save and Close" to leave the page and save any changes.
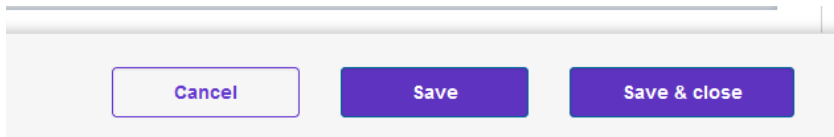
- "Save and Close" allows you to change the state of the application. For example, when the review has been uploaded and is ready to be submitted.

- Navigate by clicking on the tabs at the top or the ellipses "…" to navigate to a specific section of the application.
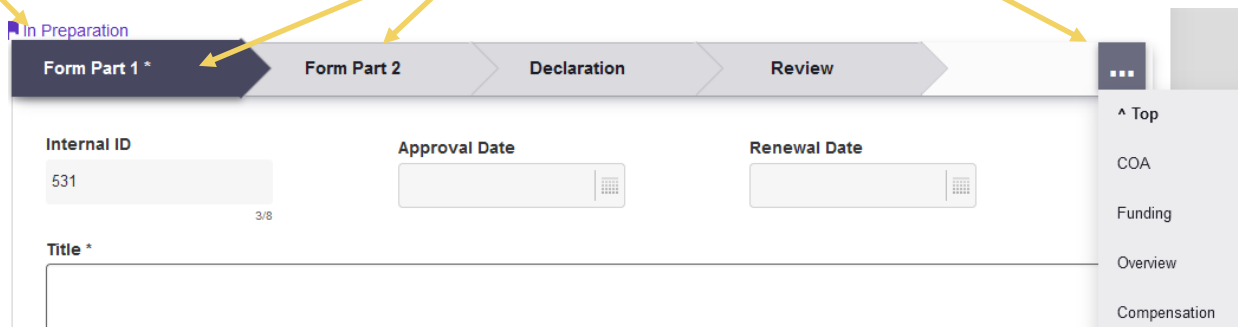
- Move to the next tab by clicking on the arrow at the bottom of your current tab

Online REB Application Framework

New REB Application

In Preparation

| Form Part 1 * | Form Part 2 | Declaration | Review | ... |

Internal ID

527

3/8

Approval Date

Renewal Date

Title *

0/1024

Principal Investigator *

➕

Primary Contact Person for Correspondence (if not same as PI)

Cancel   Save   Save & close

1. "Form Part 1" tab
   o REB Applications details are filled in here including Title, PI, Supervisor, Funding, Overview, Methodology, Compensation, Confidentiality and Risks.
   o Only the Principal Investigator and Primary Contact are able to enter information on this page.
   o Once the REB Application has been submitted, the Researcher/Primary Contact are not able to make any changes to this page.
2. "Form Part 2" tab
   o REB Applications details are filled in here including Use of Internet, Indigenous Research, Community Based Research, Recruitment, Consent, and Data Security.
   o Only the Principal Investigator and Primary Contact are able to enter information on this page.
   o Once the REB Application has been submitted, the Researcher/Primary Contact are not able to make any changes to this page.
3. "Declaration" tab
   o REB Applications details are filled in here including UofR Personnel, External Personnel, Conflict of Interest Declaration, Declaration by Principal Investigator (and Supervisor), and Comments by Supervisor.
   o Only the Principal Investigator and Primary Contact are able to enter information on this page. The supervisor will have access to their declaration.

4. "Review" tab

1. REB Application details related to the review process are filled in here including Comments by Compliance Officer, Risk, Notice of Ethical Review(s) (NER) and the Response(s) to the Notice of Ethical Review(s).
2. The Reviewers and REB Chair will upload their reviews and the NER(s).
3. The Principal Investigator and Primary Contact will not be able to view the individual reviewer's comments, only the combined Notice of Ethical Review.
4. Once the REB Application has been approved, the Researcher/Primary Contact are not able to make any changes to this page.

Notifications

- There are notifications <u>within</u> the Converis System that will only be seen when logged into the system.
  - These notifications can be accessed by clicking on the bell icon on the top right corner of the Dashboard, or by clicking on "Notifications" on the menu found at left.

- Email notifications are sent automatically from the Converis system.
  - Reviewers will receive email notifications when an REB Application has been assigned to them for review. There are also reminder emails that will follow if the review has not been submitted.
  - These notifications will be sent from the email address research.ethics@uregina.ca.
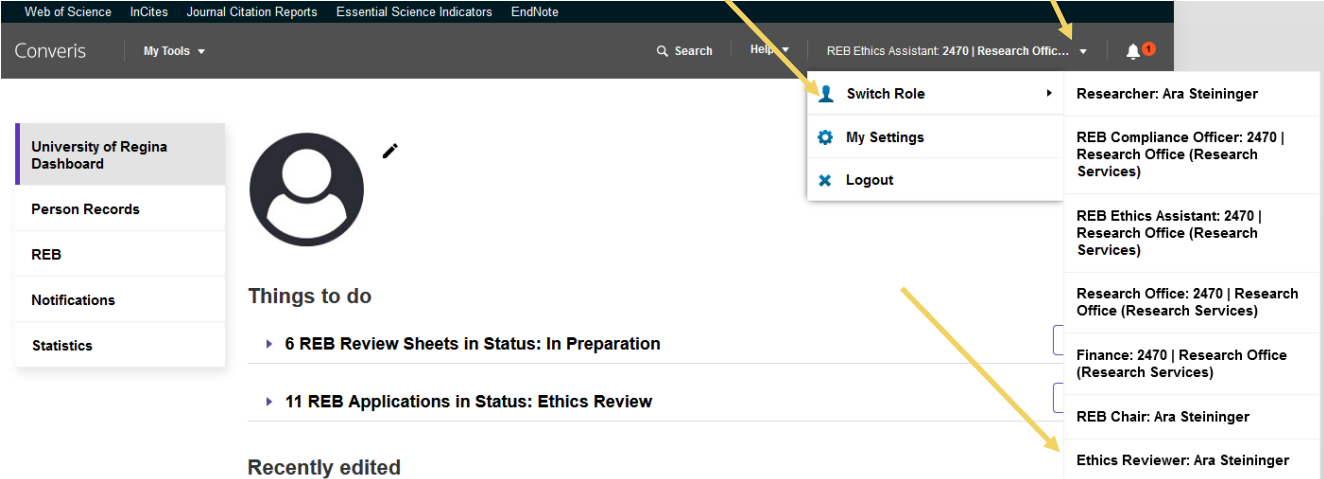
System generated email messages

Recipient	Message
Reviewer	REB Application requires review in 14 days
Reviewer	REB application requires review in 7 days
Reviewer	REB application requires review today
Reviewer, Compliance Officer, Ethics Asst.	Assigned Review was not submitted
Ethics Assistant	Review was submitted by a reviewer
Ethics Assistant	Review was declined by a reviewer

Switching to the "Reviewer Role"

Every Converis user is assigned a "Researcher Role" as default. In this role you can create, submit and view your own REB applications. To conduct reviews of REB applications as a reviewer you will need to switch to the "Reviewer Role".

- From the Dashboard, click on the ▼ beside your name at the top right
    - ○ Click on "Switch Role"
    - ○ Click on "Ethics Reviewer: *Name*"

Locating Applications Requiring Review

From the Dashboard you can see a list of REB applications requiring review.

You can locate the applications requiring review in three ways.

Option 1 (Preferred)

- ○ On the left hand side Click on "REB" and "REB Application" to see the full list of applications with reviews pending.
- ○ Click on "View/Edit" for the application you wish to review.

Option 2

- On the left hand side Click on "REB" and "REB Review Sheet" to see the full list of review sheets assigned to you. This will include both those pending and those marked complete.

- Click on "View/Edit" for the application you wish to review. This will take you to the Review sheet.
- If you click on the Hyperlink title instead of "View/Edit" you will get the following error. Click the back arrow on your browser or the breadcrumb at the top left to return to the list.

- o Click on the ✏ on the right under "REB Application" to view the contents of the application.

Option 3

- o When you login or change your roll, you will be taken to the dashboard

- o Under "Things to do" click on "View All" to show the Review Sheets awaiting your review

REB Review Sheets (5)

- Click on "View/Edit" for the application you wish to review. This will take you to the Review Sheet.

Review Sheet *

Internal ID	Due Date *	Past Due Date *
108	19-Aug-2022	02-Sep-2022
3/8		

REB Application

Auto-filled on save.

Id	Title	Type	
680	Reviewer Manual Test Application	Standard by Faculty or Staff	✎

Reviewer *

Name	Member of committee	Adhoc member of committee	
SteiningerAra (Research Office)	Ethics Committee		✎

- Click on the pencil icon on the right under "REB Application" to view the contents of the application.

Option 4 (PDF)

- Click on the Hyperlink title to see the application questions and responses. Links to any uploaded documents (appendices) will be included.

680 - Reviewer Manual Test Application
Ara Steininger
Type: Standard by Faculty or Staff
View/Edit

⚑ Ethics Review

University of Regina Dashboard > REB Application > Browse 680 | Reviewer Manual Test A...

⤓ Create PDF   ✎ Edit

University of Regina Dashboard

Person Records

REB

  REB Application

  REB Review Sheets

Notifications

Statistics

Reviewer Manual Test Application

REB Application Type: Standard by Faculty or Staff
Updated on: August 22, 2022
Approval Date:
Renewal Date:

Principal Investigator:

Ara Steininger

Primary Contact Person for Correspondence (if not same as PI):

Certificate of approval

Please be advised that approvals may need to be sought if you are collecting data from schools, within health regions and may be required from other organizations, agencies, or community groups.

Will you be contacting potential participants or collecting data from any such organizations?
No

If yes, provide certificate or letter of support/approval

Funding Detail
Has this project received funding?
No

- Click on Create PDF on the top right to create a PDF of the entire application.

REVIEWING AN REB APPLICATION

There are several ways to access an application to review. Accessing the review sheet in the manner described below ensures that both the review sheet AND the application are saved. **Failing to save both could result in the application remaining in the "review required" state delaying the review process.** If you have submitted a review and continue to receive outstanding review reminder emails, this could be the issue. Please contact Research.Ethics@uregina.ca for assistance if this occurs.

Opening an Application to Review

- o On the left hand side Click on "REB" and "REB Application" to see the full list of applications with reviews pending.
- o Click on "View/Edit" for the application you wish to review.

Navigating Through an Application

There are 4 tabs that will require review "Form Part 1", "Form Part 2", "Declaration" and the "Review" tab (found under "More").

Reviewers can view the application fields and uploaded documents. Reviewers cannot view linked items, such as funding (referred to in Converis as Proposals and Projects) unless they are listed as personnel. Note: If you are listed as a collaborator please decline the review as you would have a conflict of interest.

- To view an uploaded document (e.g. consent forms) click on the document icon on the left

- Select the software you would like to open the document with and "ok"

Yes   No

If no, ensure that the

Upload documents

Opening Consent+Form.docx   ✕

You have chosen to open:

📄 **Consent+Form.docx**

which is: Microsoft Word 97 - 2003 Document (11.1 KB)
from: https://uregina-test.converis.clarivate.com

What should Firefox do with this file?

◉ Open with   Word (desktop) (default)   ⌄

○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

Data Security and

Will there be a key li
○ Yes

If yes, how will it be

- Navigate by clicking on the tabs at the top of the page, or the ellipses "..." to view to a specific section of the application.

🏳 In Preparation

| Form Part 1 * | Form Part 2 | Declaration | Review | ... |

^ Top

COA

Funding

Overview

Compensation

| Internal ID | Approval Date | Renewal Date |
| 531 | | |

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Title *
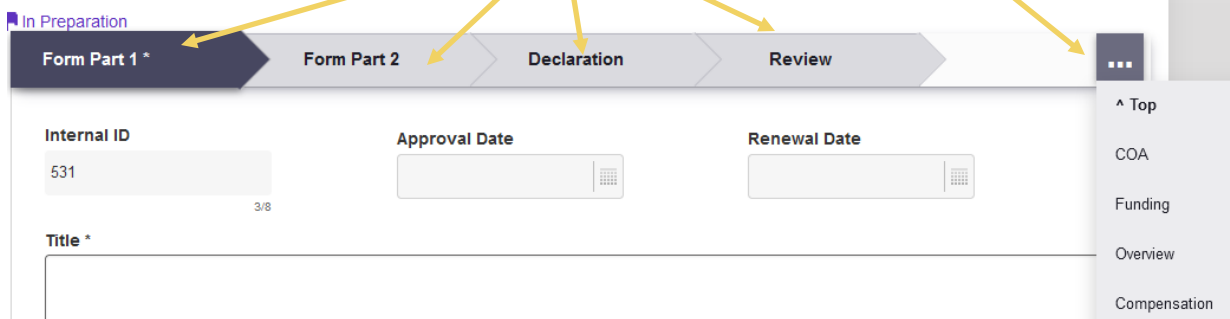
- Use the scroll bar on the right, keyboard arrows, or the tab button on your keyboard to move through the different fields.
- When the end of the first tab is reached, navigate to the second tab in several ways.

Click on the purple arrow.

You have reached at the end of Part 1. Click → to go to Form Part 2.

Click on "Form Part 2"

| Form Part 1 * | Form Part 2 | Declaration | Review | ... |
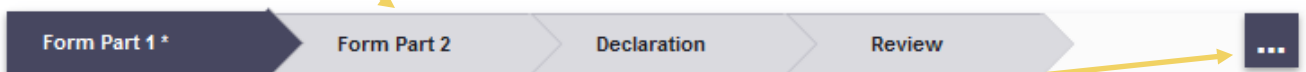
Hover your mouse over the ellipses "..."

Click on "Form Part 2"

- To make notes or draft a review use your preferred editing software (e.g. word). Reviewers will upload their review as a separate document, enabling reviewers to draft this while reviewing the application on the Converis Platform.
- Please use the template at: provide link…to submit your review.
- Converis supports uploading the following file types: doc, ppt, xls, docx, pptx, xlsx, pdf, ps, rtf, txt, png, jpg, jpeg.

You have reached at the end of Part 2. Click → to go to Declaration.

- Click on the purple arrow to proceed to the declaration tab.
- Click on the "More" tab and select "Review" to locate the Review Sheet.

Uploading a Review

Reviewer comments are uploaded using a Review Sheet, accessed from the "Review" tab. Each reviewer has their own Review Sheet and reviewers are not able to view other reviewer's Review Sheets. The Principal Investigator and personnel listed in the application are not able to view the Review Sheets, or see the names of the reviewers.

Review Sheets

Each reviewer needs to put comments in his/her review sheet.

Id	Reviewer	Due on	Status	
108	Steininger, Ara	19-Aug-2022	Review Required	✏
112	Gray, Sally	24-Aug-2022	Review Required	

- To open the review sheet, click on the pencil icon to the right of your name

University of Regina Dashboard

Person Records

REB

REB Application

REB Review Sheets

Notifications

Statistics

108 | Reviewer Manual Test Applicati... | Review Required

⚑ Review Required

Review Sheet *

Internal ID	Due Date *	Past Due Date *
108	19-Aug-2022	02-Sep-2022
3/8		

REB Application

Auto-filled on save.

Id	Title	Type	
680	Reviewer Manual Test Application	Standard by Faculty or Staff	✏

Reviewer *

Name	Member of committee	Adhoc member of committee	
SteiningerAra (Research Office)	Ethics Committee		✏
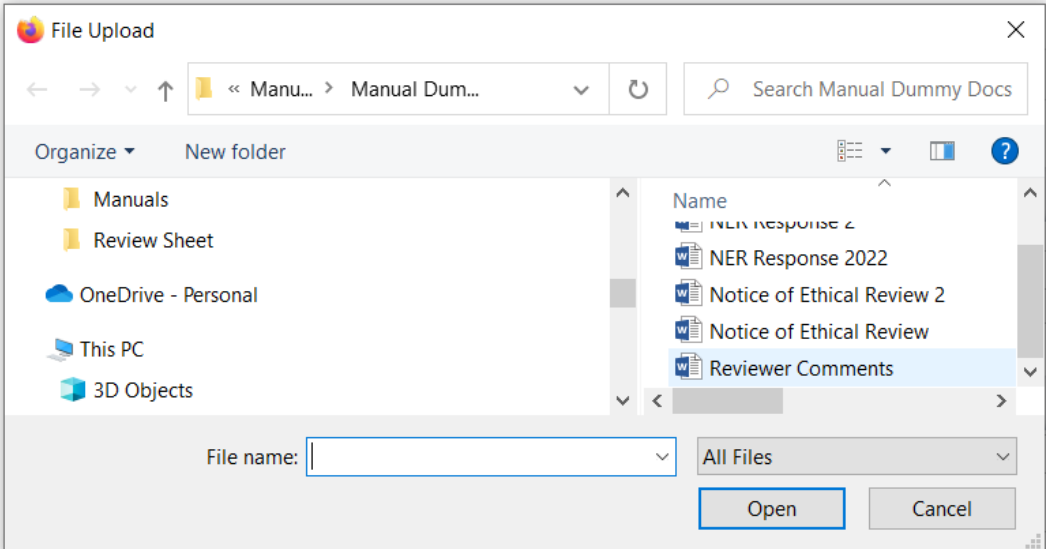
Reviewer's Comments

Upload comments.

📁

- Upload your comments on the application by clicking on the folder

Review Sheet *

File Upload   ✕

← → ∨ ↑ 📁 « Manu... > Manual Dum...   ∨ ↻   🔍 Search Manual Dummy Docs

Organize ▾   New folder   ▤ ▾   ▯   ❓

📁 Manuals
📁 Review Sheet

☁ OneDrive - Personal

💻 This PC

🗊 3D Objects

Name
NER Response 2
📄 NER Response 2022
📄 Notice of Ethical Review 2
📄 Notice of Ethical Review
📄 Reviewer Comments

File name: [   ] ∨   All Files   ∨

                               Open   Cancel

Reviewer's Comments

Upload comments.

📁

- Select the document you wish to upload and click on "Open"

Reviewer's Comments

Upload comments.

	File Name	Created on	Description	
W	Reviewer Comments.docx		[ ] 0/1024	🗑

📁

- If you upload the wrong document click on the 🗑 to delete and then upload the correct document.
- Enter a description for the file following the format "Review LastName"

Reviewer's Comments

Upload comments.

	File Name	Created on	Description	
W	Reviewer Comments.docx		Review Steininger 18/1024	🗑

📁

Back   Done

o   Click on "Done" to save the Review Sheet

Set status

Enter a comment about the status change (optional).

o   Select status "Complete" (for the Review Sheet)
o   Click on "Done"

Review Required

Review Declined

Complete

This will return the user to the "Review" tab of the application

Cancel   Done

Review Sheets

Each reviewer needs to put comments in his/her review sheet.

Id	Reviewer	Due on	Status	
108	Steininger, Ara	19-Aug-2022	Complete	✏
112	Gray, Sally	24-Aug-2022	Review Required	
114	Steininger, Ara	24-Aug-2022	Complete	✏
115	Steininger, Ara	24-Aug-2022	Complete	✏

NER comment

NER Response

Download NER comment and upload with response.

Revised Documents

Cancel   Save   Save & close

o   Click on "Save and Close" (for the Application)

Set status

Please change the status first to enable the comment field.

Ethics Review

Cancel   **Done**

- The status should remain "Ethics Review"
- Click on "Done" (for the Application)

This triggers an email to the Ethics Assistant allowing them to track outstanding reviews.

If you get an error message that won't allow you to save and close the application, either wait for a few minutes to try again, or click cancel to go to the main screen. As a follow-up, please email research.ethics@uregina.ca to let the Ethics Assistant know the review is complete, as the auto email won't be generated.

To confirm, check that the REB Application is no longer listed under "Things to do" on the Dashboard.

University of Regina Dashboard

Person Records

REB

Notifications

Statistics

Ara Steininger ✏
📍 Regina
e: ara.steininger@uregina.ca

Things to do   ⟳

▸ **4 REB Review Sheets in Status: Review Required**   View All

Declining a Review

There are instances where a Reviewer will need to decline a review.

Review Sheets

Each reviewer needs to put comments in his/her review sheet.

Id	Reviewer	Due on	Status	
108	Steininger, Ara	19-Aug-2022	Review Required	✏
112	Gray, Sally	24-Aug-2022	Review Required	

- Click on the pencil icon to open the review sheet

Review Sheet *

Internal ID

116

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Due Date *

23-Aug-2022

Past Due Date *

24-Aug-2022

REB Application

Auto-filled on save.

Id	Title	Type	
680	Reviewer Manual Test Application	Standard by Faculty or Staff	✏

Reviewer *

Name	Member of committee	Adhoc member of committee	
SteiningerAra (Research Office)	Ethics Committee		✏

Reviewer's Comments

Upload comments.

📁

Back   **Done**

- Click on "Done" (for the Review Sheet)

Set status

I am a collaborator on this project

Review Required

Review Declined

Complete

Cancel   **Done**

- Enter a comment

- Select the status "Review Declined"

- Click on "Done" (for the Review Sheet)

Review Sheets

Each reviewer needs to put comments in his/her review sheet.

Id	Reviewer	Due on	Status	
108	Steininger, Ara	19-Aug-2022	Complete	✏
112	Gray, Sally	24-Aug-2022	Review Required	
114	Steininger, Ara	24-Aug-2022	Complete	✏
115	Steininger, Ara	24-Aug-2022	Complete	✏
116	Steininger, Ara	23-Aug-2022	Review Declined	✏

Cancel   Save   Save & close

o   Click on "Save and Close" (for the Application)

Set status

Please change the status first to enable the comment field.

Ethics Review

Cancel   Done

o   The status should remain "Ethics Review"

o   Click on "Done" (for the Application)

This triggers an email to the Ethics Assistant to create a review sheet for a different reviewer.
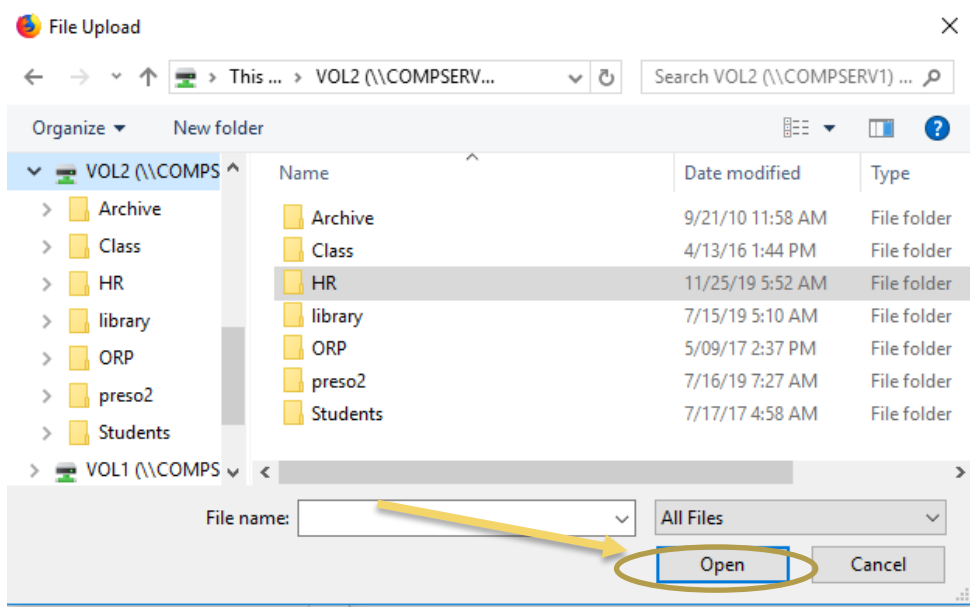
To confirm, check that the REB Application is no longer listed under "Things to do" on your Dashboard.

FREQUENTLY ASKED QUESTIONS

How do I log into Converis?

- You Log on to Converis using your Novell credentials. More detailed instructions are found here.

How do I upload a document?

What types of files can be uploaded to the system?

- For documents, Converis supports: doc, ppt, xls, docx, pptx, xlsx, pdf, ps, rtf, txt, png, jpg, jpeg.
- For images, Converis supports: png, jpg, jpeg, gif.
- If you wish to upload a video file, such as mp3, we suggest, copying and pasting it into a MS Word document and uploading it that way.

What is the maximum file size accepted for files uploaded to Converis?

- An individual file may not exceed 200 MB in file size. However, there is no limit to the numbers of files that can be uploaded.