# Converis
# Ethics Module Quick Sheet - Researcher

*For full instructions, terminology and FAQ see the [Converis Ethics Module Instructions - Researcher](#)*

*For guidance and ethical considerations specific to questions in the see the [Guidance Notes](#)*

## Getting Started
Click [https://uregina.converis.clarivate.com/](https://uregina.converis.clarivate.com/) to log into Converis with Novell credentials.
Applicants who are not UofR Faculty Members (e.g. students, staff, post-docs, adjunct professors) must submit a [request](#) for Converis access.

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.
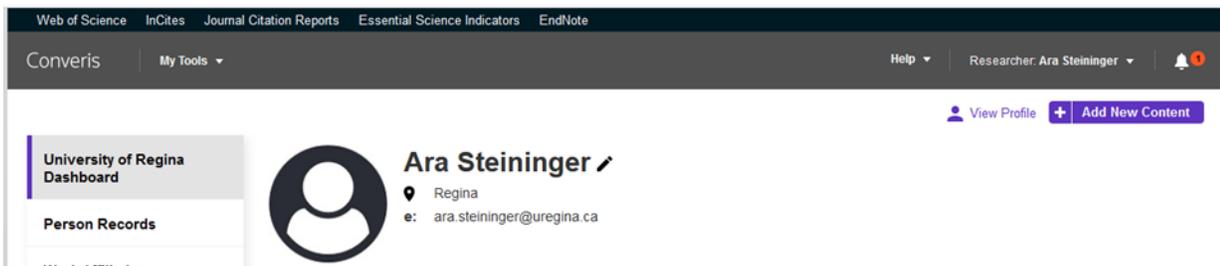


**Role:** The user's role is indicated in the top right corner. To submit a new REB application, you must select the "Researcher Role".

## 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 or move the application to the next stage of the review process.
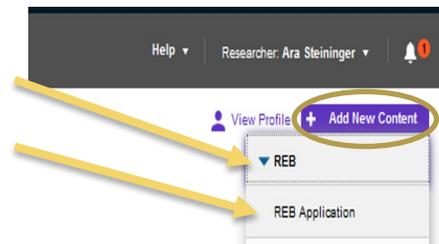


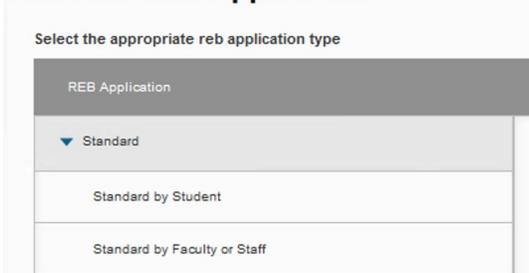## Creating a New Research Ethics Application
From the Dashboard click on "+Add New Content"
    Click on "REB"
        Click on "REB Application"





The "Standard" application replaces the Behavioural and Biomedical Forms
Select "Standard by Student" if the PI is a student, and the research led by a student.
*(For additional information on the various REB Forms see the [Converis Ethics Manual - Researcher](#))*

## Submitting the Application

After all questions have been answered and all related materials uploaded, select "Save and close"

Any required fields that do not have a response will be highlighted in red (see below).

From the "**In Preparation**" status select "**Compliance Review**" (if a student application select "**Supervisor's Review**") to submit the application. The supervisor will then need to complete the "Declaration" section and submit the application for review. This will begin the review process.

## The Review Process

After "**Compliance Review**" is selected, the Research Ethics review process begins. Check the status of your application at any time by selecting "REB" followed by "REB Application" in the left hand navigation bar. The Principal Investigator (and Supervisor for student applications) will receive automatic e-mail notifications as the application moves through the review process and if any action is required.

For any support, questions or to provide feedback, please contact:
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