

For full instructions, terminology and FAQ see the <u>Converis Ethics Module Instructions - Researcher</u> For guidance and ethical considerations specific to guestions in the see the <u>Guidance Notes</u>

Getting Started

Click <u>https://uregina.converis.clarivate.com/</u> 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 <u>request</u> 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.

Web of Science InCites Journal Citation Reports Ess	ential Science Indicators EndNote	
Converis My Tools 👻		Help 🔻 🛛 Researcher: Ara Steininger 👻 🔔 🌲 🌲
		L View Profile + Add New Content
University of Regina Dashboard	Ara Steininger ≁	
Person Records	e: ara.steininger@uregina.ca	

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.

Cancel	Save	Save & close
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Creating a New Research Ethics Application

From the Dashboard click on "+Add New Content" Click on "REB"

Click on "REB Application"



Add new REB Application

REB Applic	ation			
 Standard 		_		
Standar	d by Student			
Standar	d by Faculty or	Staff		

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 <u>Converis Ethics Manual - Researcher</u>)*

Submitting the Application

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

Cancel	Save Save & close
Form Part 1 *	Form Part 2 Declaration A Review
Provide a detailed description	on of the recruitment process.
Set status Enter a comment about the status change (optional).	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.
In Preparation Discontinued	
Compliance Review Cancel Done	

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.

Form					
Form					
Community Based	Select / Deselect all	Updated on	↓	¢	10 50 100 (◀ 1 of 1))
Participatory Research Forms	Student gave info to Supervisor Ara Steininger				Compliance Review
Human Ethics Application	Mansi Pandya Type: Standard by Student View/Edit				

For any support, questions or to provide feedback, please contact: <u>Research.Ethics@uregina.ca</u> 306-585-4775