



For more information see the [Ethics Forms, Policies and guidelines](#)

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

Getting Started

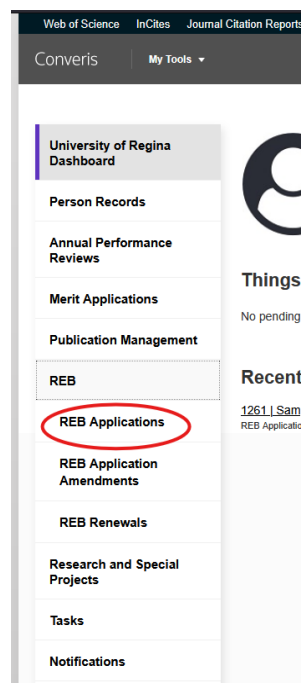
Click <https://uregina.converis.clarivate.com/> to log into Converis with Novell credentials.

Once logged in, users are taken to their user dashboard where basic information about the user is displayed, you can see notification about your current Applications, amendments or renewals and make changes right there. There is also a left tab showing various access options.



The Process

Role: To make amendments, you must be a Researcher. The role is shown in front of the user's name on the top right of your screen.



To begin an amendment

- On the left tab, click on **“REB”** - Related options will show below
- Click **“REB Applications”**

Once in “REB Applications”

- Find the approved Application you would like to Amend. You can use filter and search to find your application, using its ID or you can scroll and find the application
- Click on “Filter” (you might need to click on reset first) and type in the number of your application:

REB Applications (6)

Filter Export Report Deduplicate

Switch to query mode

REB Application Internal ID equals 973

Close Reset Save filter Apply

- Click on “view/edit” on the specific application.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote

Converis My Tools Help Researcher: Mubarak Abiola Keshiro

University of Regina Dashboard > REB Applications Add New Content

University of Regina Dashboard

Person Records

Annual Performance Reviews

Merit Applications

Publication Management

REB

REB Applications

REB Application

REB Applications (2)

Filter Export Report Deduplicate

Select / Deselect all Updated on 10 | 50 | 100 1 of 1

1261 - Sample Ethics Application Mubarak Abiola Keshiro Renewal: 20-Nov-2026 Type: Standard by Faculty or Staff View/Edit Clone Active/Approved

973 - Test Application for Renewals Mubarak Abiola Keshiro Renewal: 25-Aug-2025 Active/Approved

Once within the application, click “More” and then “Renew, Amend”.

University of Regina Dashboard > REB Applications > Edit 1261 | Sample Ethics Application | ...

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REB Applications

REB Application Amendments

1261 | Sample Ethics Application | Keshiro | Standard by Faculty or Staff | Active/Approved

Active/Approved Admin Info

Form Part 1 * Form Part 2 * Declaration * More * ...

Internal ID 1261 Approval Date * 20-Nov-2025 Renewal Date * 20-Nov-2026 Review Date

Renew, Amend Review *

Title * Sample Ethics Application

Principal Investigator *

Click the “+” icon under the Amendments section

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Form Part 1 * Form Part 2 * Declaration * Renew, Amend ▾

Important!

After **creating** or **updating** an **Amendment** or **Renewal**, click '**Save and Close**' below to apply your changes.

Renewals

Click on pencil icon to edit a renewal.

Amendments

Click on pencil icon to edit an amendment.

Id	Submitted Date	Approval Date	Status	
284	20-Nov-2025		Compliance Review	

+

After the amendment has been created, you **MUST** search for the Application ID related to your REB application and link it. Click the “+” for the application to be linked.

University of Regina Dashboard > REB Applications > Edit 1261 | Sample Ethics Application | ... > Add new REB Application Amendment

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REB Renewals

Research and Special Projects

In Preparation

Amendment * Review

Amendment ID 286 3/8

REB Application ID 1261 4/10

REB Application *

Click on + and enter application ID **1261** to autofill personnel information below.
Some details may not appear right away, but they will be completed automatically later.

1261

Search results for 1261

+ 1261 | Sample Ethics Application | Keshiro | Standard by Faculty or Staff | Active/Approved

Note: Some details may not appear right away, but they will be completed automatically later.

- Fill in other fields as needed and select the check mark next to “complete?”
- Click “Done.”

Declaration

By submitting this amendment:

- I confirm that the information provided in this amendment is complete and correct.
- I accept responsibility for the continued ethical conduct of this project and for the protection of the rights and welfare of the human participants who are directly or indirectly involved in this project.
- I will ensure that any significant changes to the project, including the proposed method, consent process or recruitment procedures, will be reported to the Research Ethics Board for consideration in advance of its implementation.
- I will ensure that a status report will be submitted to the Research Ethics Board for consideration within one month of the current expiry date each year the project remains open, and upon project completion.

Important *

Note: Check the **Complete** box below **only when you are ready to submit the form to Compliance**. After checking the box, click “Done”. Update the status to “**Compliance Review**”, then click “Done” again. That will take you to the main application form. Make sure to click “**Save & Close**” to finalize your submission.

Complete? *

Submitted Date

24-Nov-2025

Back

Done

- Then in the “Set Status” pop up, change the status to “Compliance Review”. Click “Done”

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University of Regina Dashboard > REB Applications > Edit 1261 | Sample Ethics Application | ... > Add new REB Application Amendment

In Preparation

Amendment * Review

Amendment ID

289

REB Application ID

261

REB Application *

Click on + and enter application ID. Some details may not appear until the application is approved.

0/1024

Enter a comment about the status change (optional).

In Preparation

Compliance Review

Cancel

Done

ID

Title

1261

Sample Ethics

Approval Date

20-Nov-2025

Office Assistant

Phone

Once the status has been moved to **“Compliance Review”**, you **MUST** select **“Save and Close”** below to apply your changes. If this step is NOT done, it will not send the amendment to the REB office

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REB Renewals
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Statistics

298 | 24-Nov-2025 | Compliance Review |

+

Amendments
Click on pencil icon to edit an amendment.

Id	Submitted Date	Approval Date	Status	
284	20-Nov-2025		Compliance Review	
286	24-Nov-2025		Compliance Review	

+

Cancel
Save
Save & close

The Review Process

After you’ve clicked **“Save & Close”** to change the status to **“Compliance Review”** it will go to a Compliance Officer for review.

If the Compliance Officer needs More Information/ How to Check Amendment Status

You should get a notification email if the amendment is approved or needs more information. Go through the steps to get to the renew /amend tab as you did previously. Go to **“REB”** -> **“REB Applications”** -> **“Filter”** and search using your application Id -> click **“view/edit”** and **“more”** and then **“Renew/Amend”**. You’ll see the status for all amendments.

- Click the pencil symbol next to the amendment with the status set to **“Need info”** in the status section

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REB Application Amendments
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Statistics

Important!

After creating or updating an Amendment or Renewal, click 'Save and Close' below to apply your changes.

Renewals
Click on pencil icon to edit a renewal.

Id	Submitted Date	Approval Date	Status	
298	24-Nov-2025	24-Nov-2025	Approved	
300	24-Nov-2025	24-Nov-2025	Approved	
302	27-Nov-2025		Compliance Review	

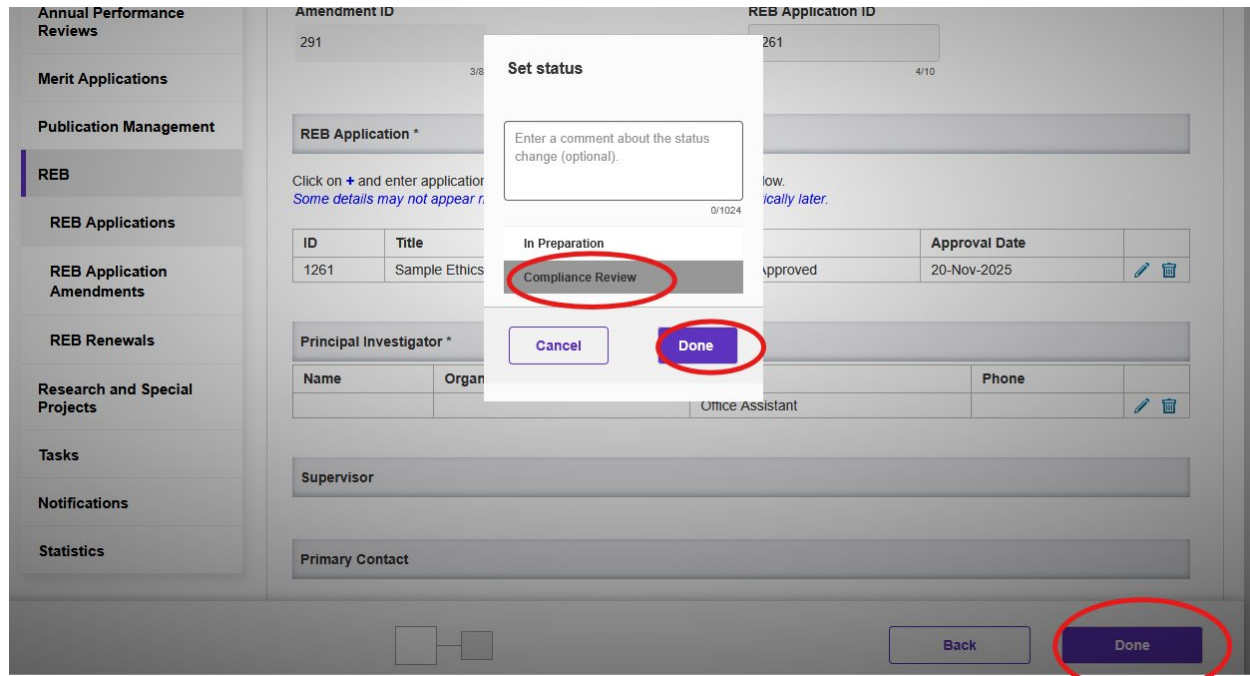
+

Amendments
Click on pencil icon to edit an amendment.

Id	Submitted Date	Approval Date	Status	
284	20-Nov-2025	24-Nov-2025	Approved	
286	24-Nov-2025	24-Nov-2025	Approved	
288	27-Nov-2025		Need Info (by Compliance)	

+

- Fill in the information the Compliance Officer requested
- Click **“Done”** at the bottom right of the screen
- Click **“Done”**, then in the **“Set Status”** pop up, change the status to **“Compliance Review”**



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Amendment ID: 291

REB Application ID: 261

REB Application *

Click on + and enter application ID. Some details may not appear until the application is approved.

0/1024

ID	Title	Status	Approval Date
1261	Sample Ethics	In Preparation	20-Nov-2025

Principal Investigator *

Name	Organization	Phone

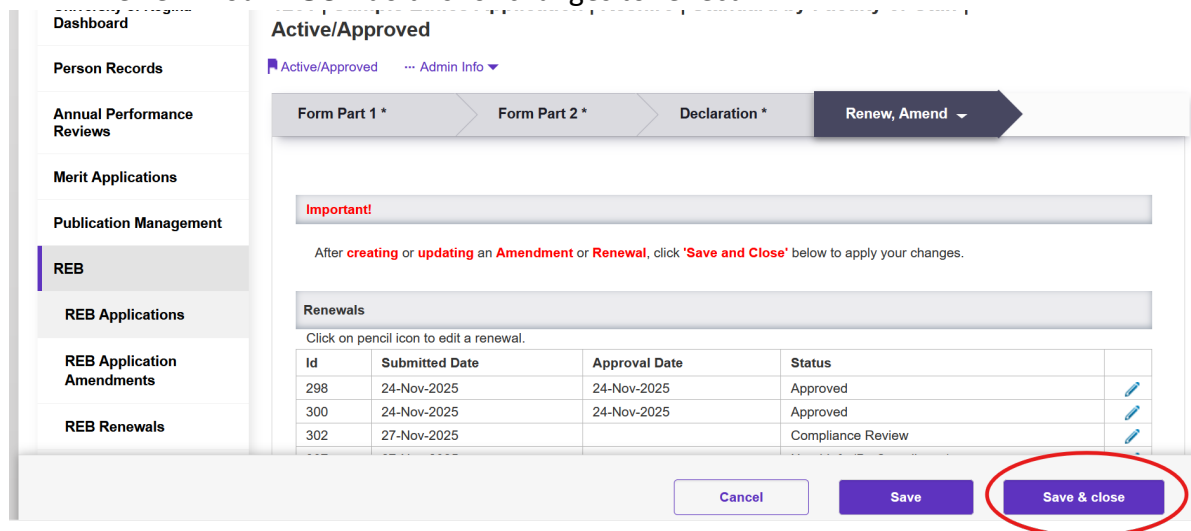
Office Assistant

Supervisor

Primary Contact

Back Done

- Then click **“Save and Close”** to make sure your changes are saved and sent back for review. You **MUST** do this for changes to reflect



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Active/Approved

Active/Approved Admin Info

Form Part 1 * Form Part 2 * Declaration * Renew, Amend

Important!

After **creating** or **updating** an **Amendment** or **Renewal**, click 'Save and Close' below to apply your changes.

Renewals

Click on pencil icon to edit a renewal.

Id	Submitted Date	Approval Date	Status
298	24-Nov-2025	24-Nov-2025	Approved
300	24-Nov-2025	24-Nov-2025	Approved
302	27-Nov-2025		Compliance Review

Cancel Save **Save & close**