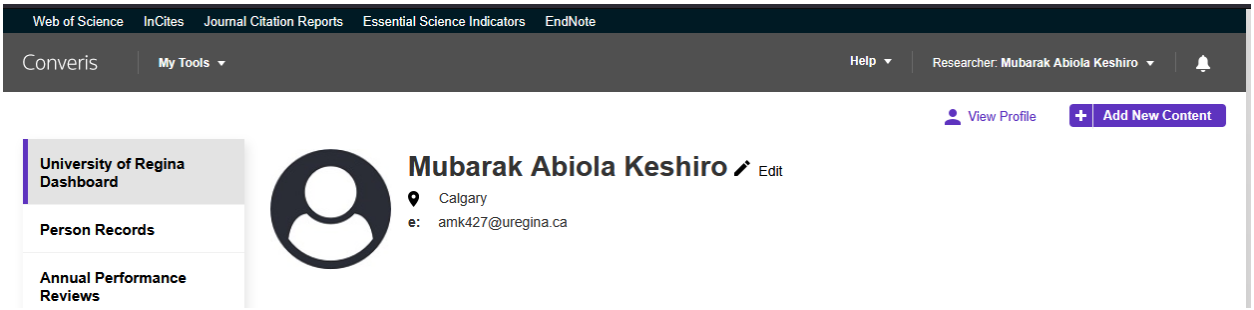
Converis Renewals Quick Sheet - Researcher

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

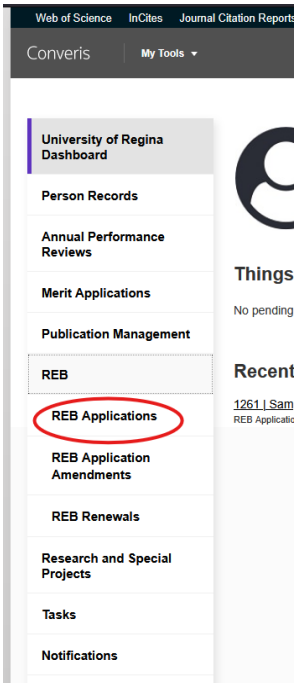
Click https://uregina.converis.clarivate.com/ to log into Converis with Novell credentials.

Once logged in, users are taken to their user dashboard where basic information about the user is displayed. There is also a left tab showing various access options.



The Process

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

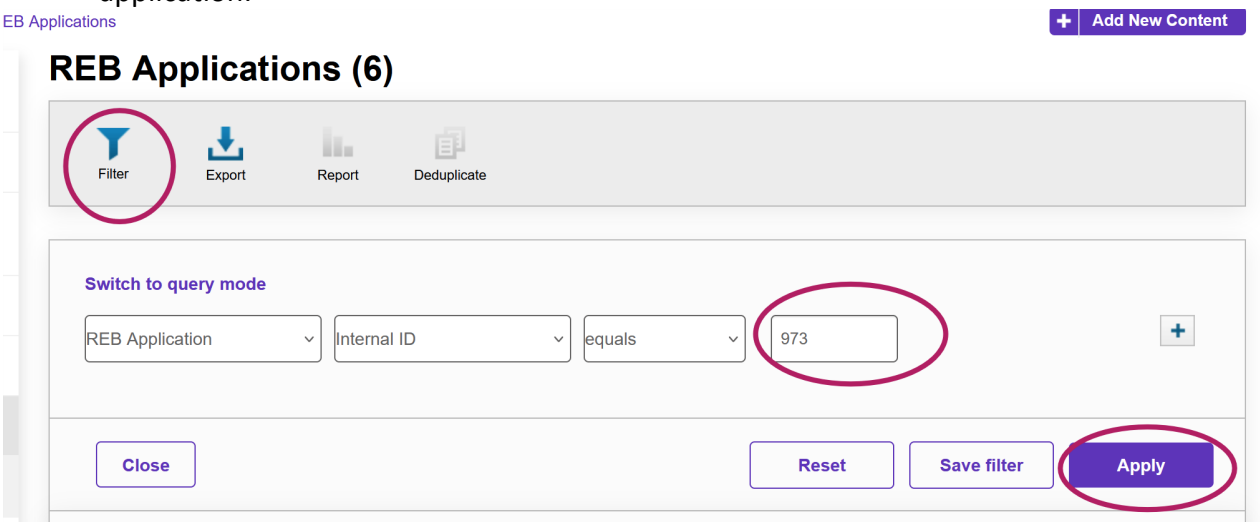


To begin a renewal

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

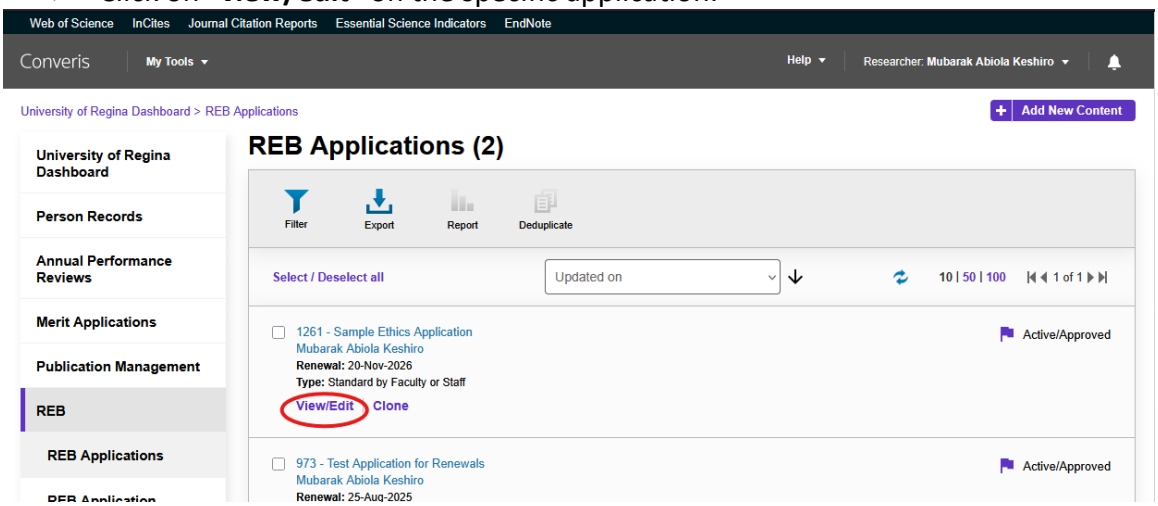
Once in “**REB Applications**”

- Find the approved Application you would like to renew. 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:

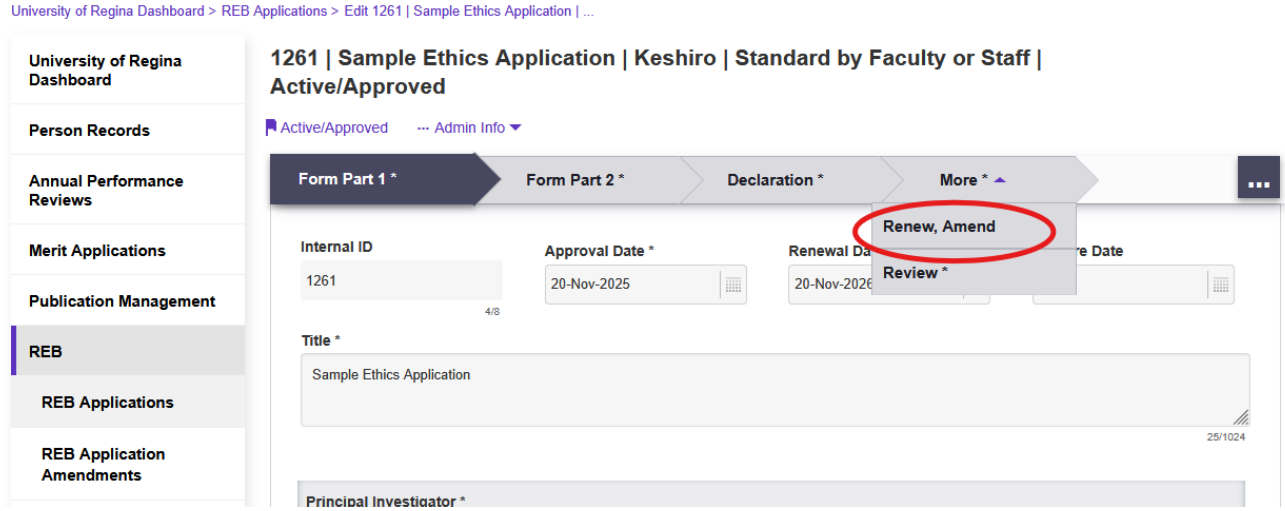


OR

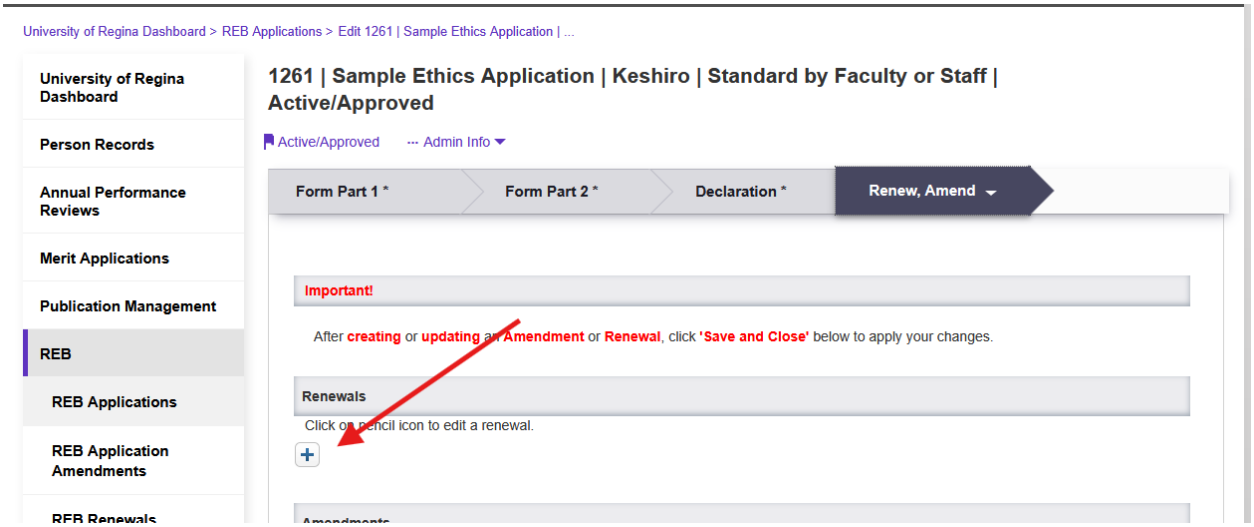
- Click on “**view/edit**” on the specific application.



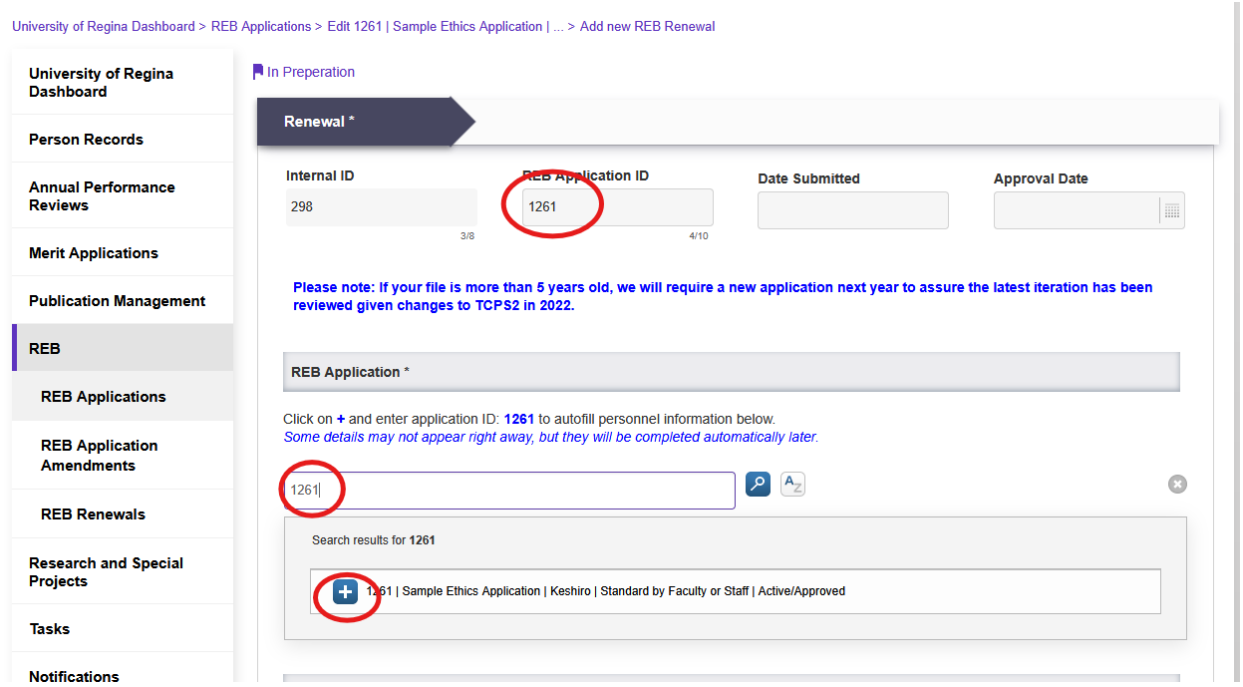
Once within the application, click “**More**” and then “**Renew, Amend**”.



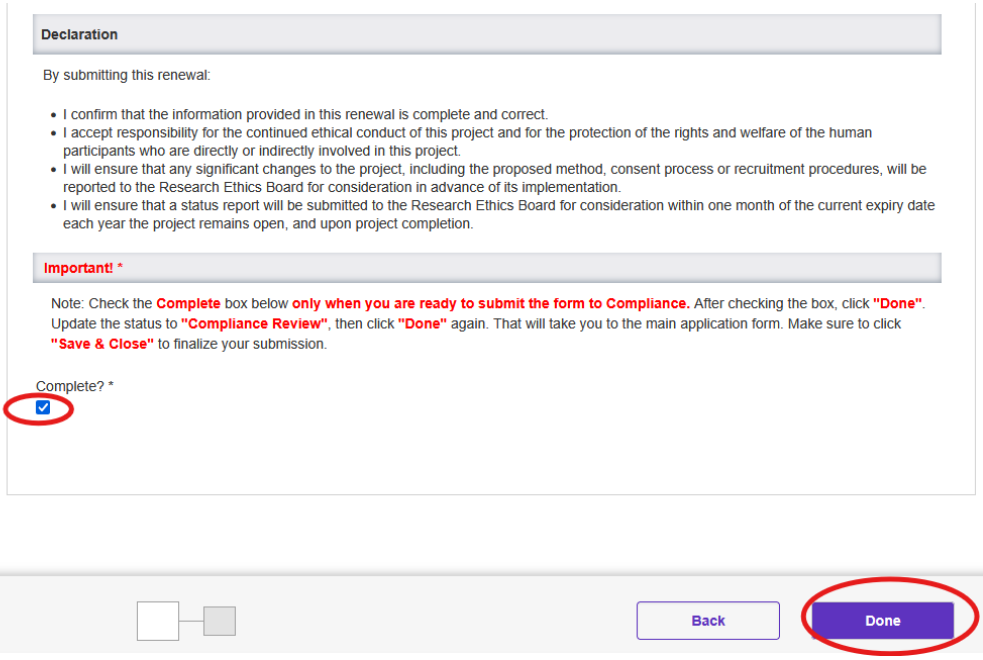
Click the “+” icon under the Renewals section

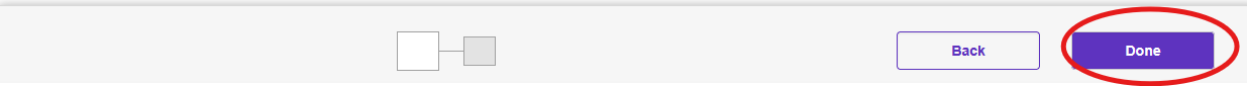


After the renewal has been created, you **MUST** search for the Application ID related to your REB application and link it. Click the "+" for the application to be linked.



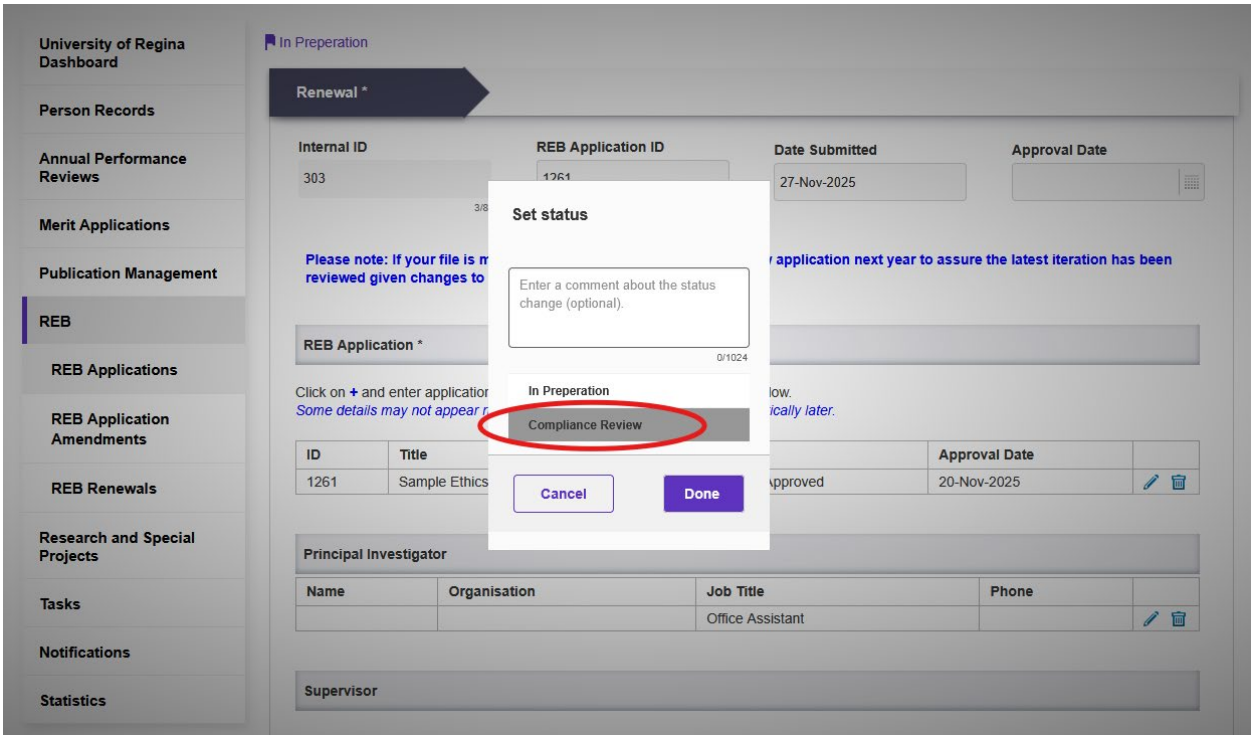
- Fill in other fields as needed and select the check mark next to complete
- Click "**Done**".



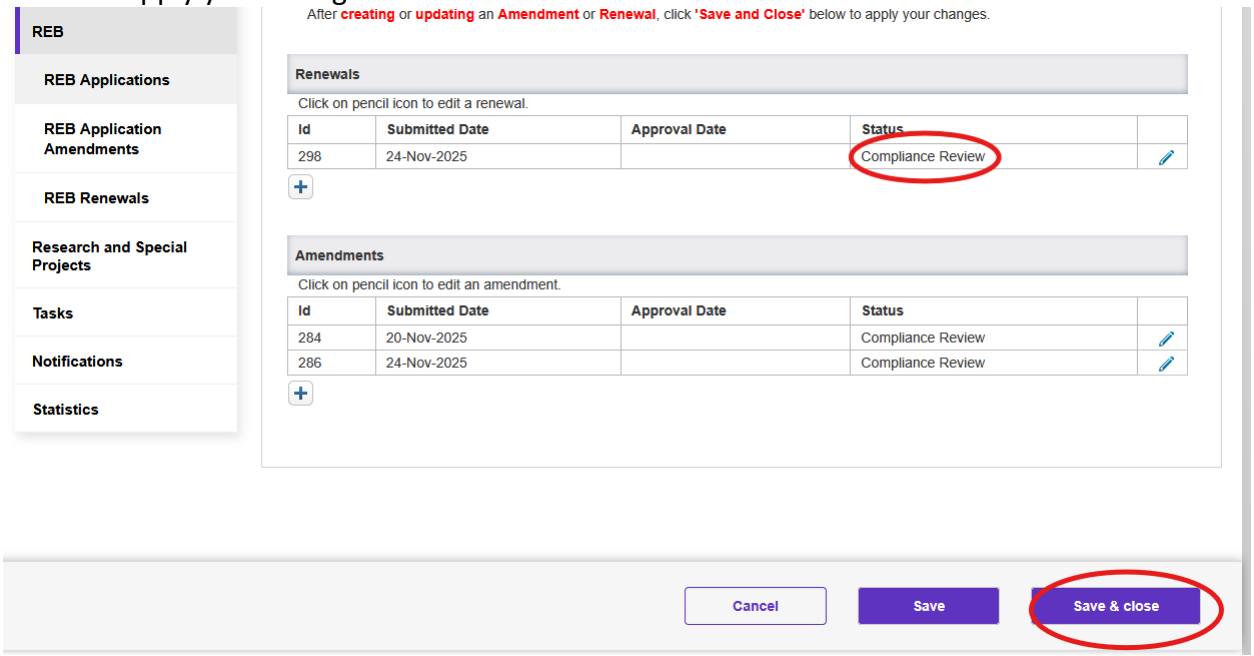


Please note incomplete renewals will be sent back, the ethics office requires updated recruitment numbers, originally approved numbers and relevant updates on status of the project to renew an application.

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



Once the status has been moved to "**Compliance Review**", you must select "**Save and Close"** below to apply your changes.



The Review Process

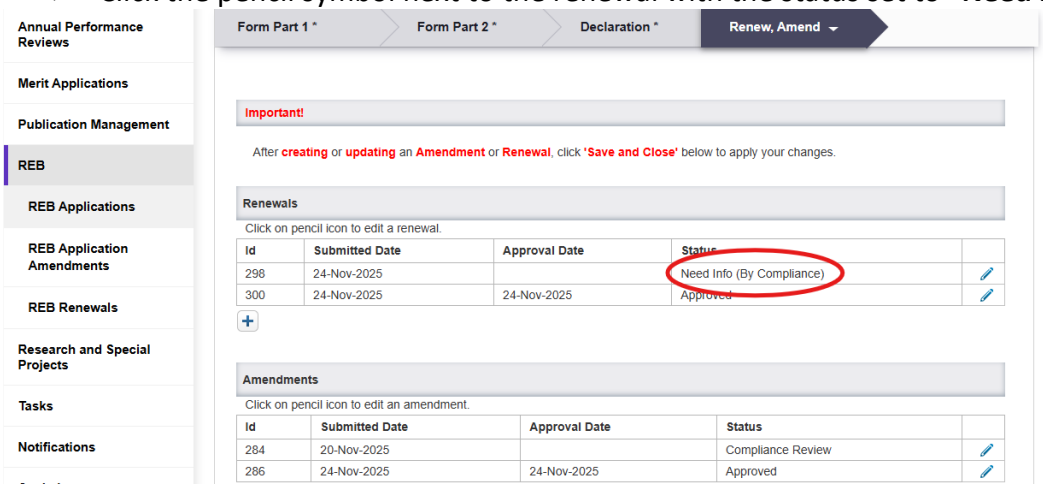
After you've clicked "**Save & Close**" to change the status to "**Compliance Review**" it will go to a Compliance Officer for review.

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

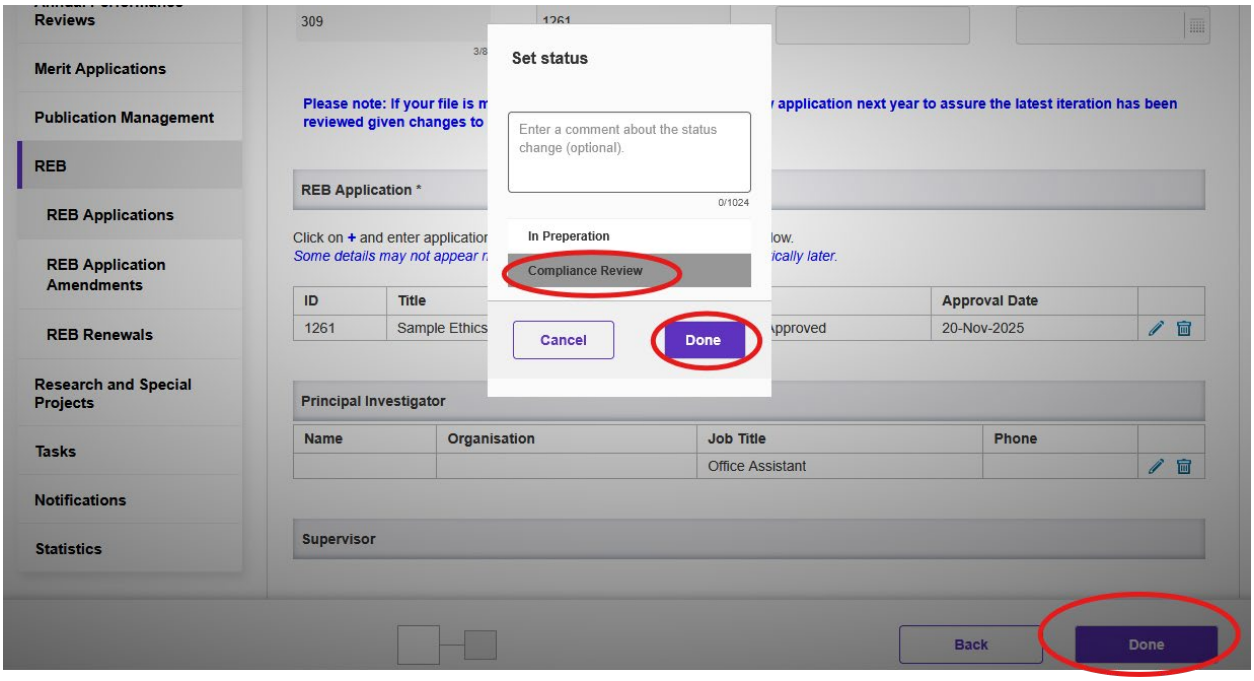
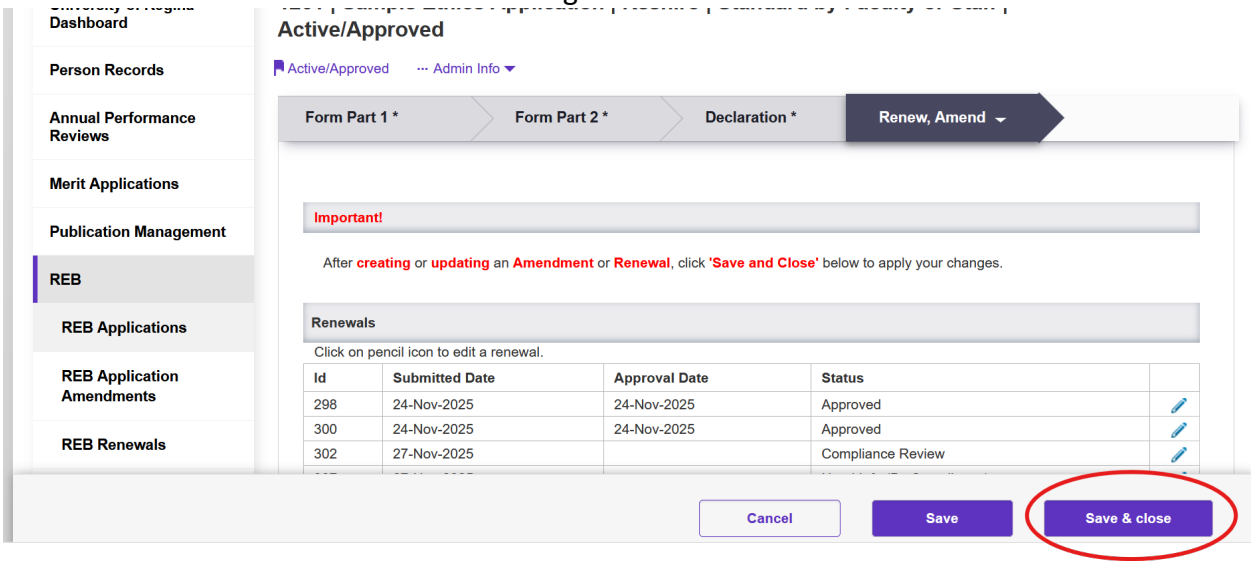
You should receive a notification email if the renewal is approved or needs more information.

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 renewals.

- Click the pencil symbol next to the renewal with the status set to “**Need info**



- 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**”



- 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