



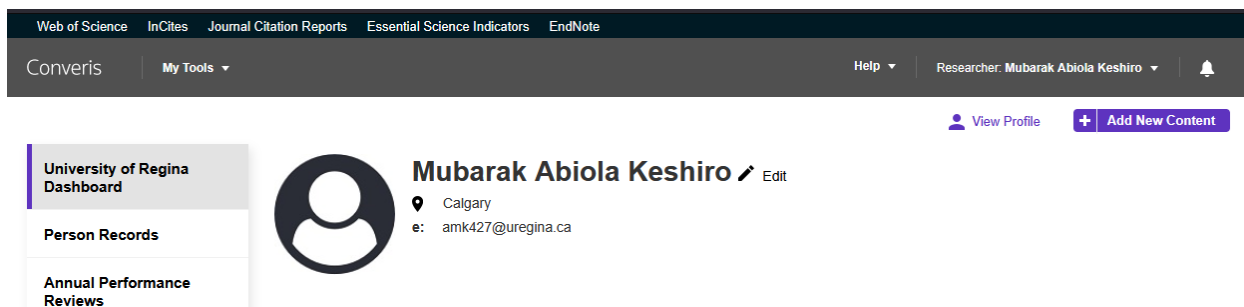
For more information see the [Ethics Forms, Policies and guidelines](#)

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

Getting Started

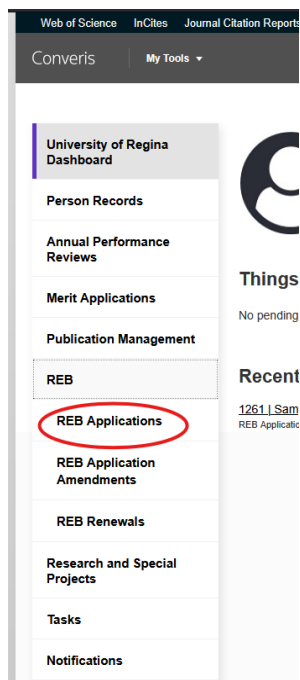
Click <https://uregina.converis.clarivate.com/> to log into Converis with Novell credentials.

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 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:

EB Applications

+ Add New Content

REB Applications (6)

Filter Export Report Deduplicate

Switch to query mode

REB Application Internal ID equals 973

Close Reset Save filter Apply

OR

- 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)

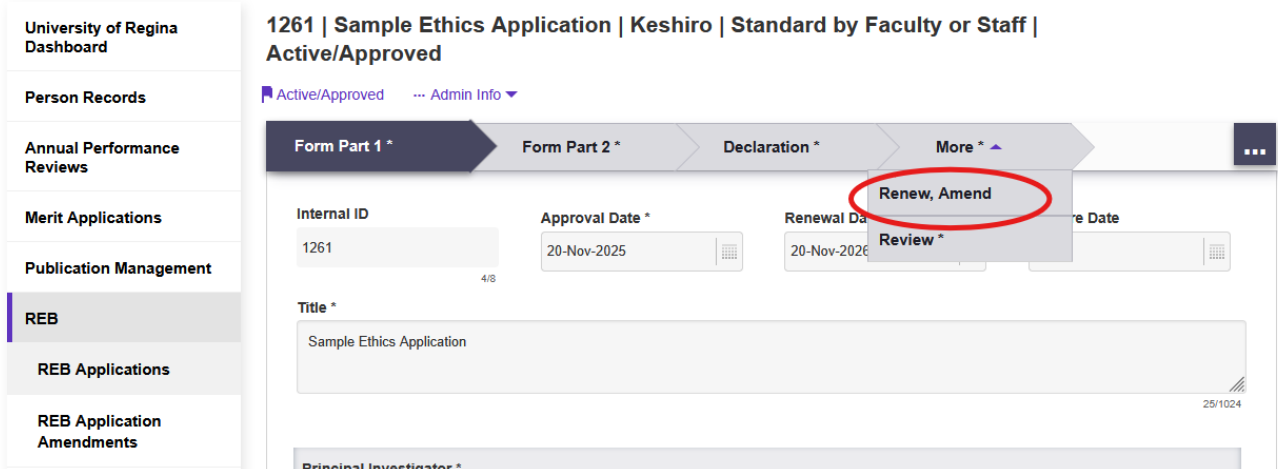
Filter Export Report Deduplicate

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

<input type="checkbox"/>	1261 - Sample Ethics Application Mubarak Abiola Keshiro Renewal: 20-Nov-2026 Type: Standard by Faculty or Staff View/Edit Clone	Active/Approved
<input type="checkbox"/>	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 | ...



University of Regina Dashboard

Person Records

Annual Performance Reviews

Merit Applications

Publication Management

REB

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 * ...

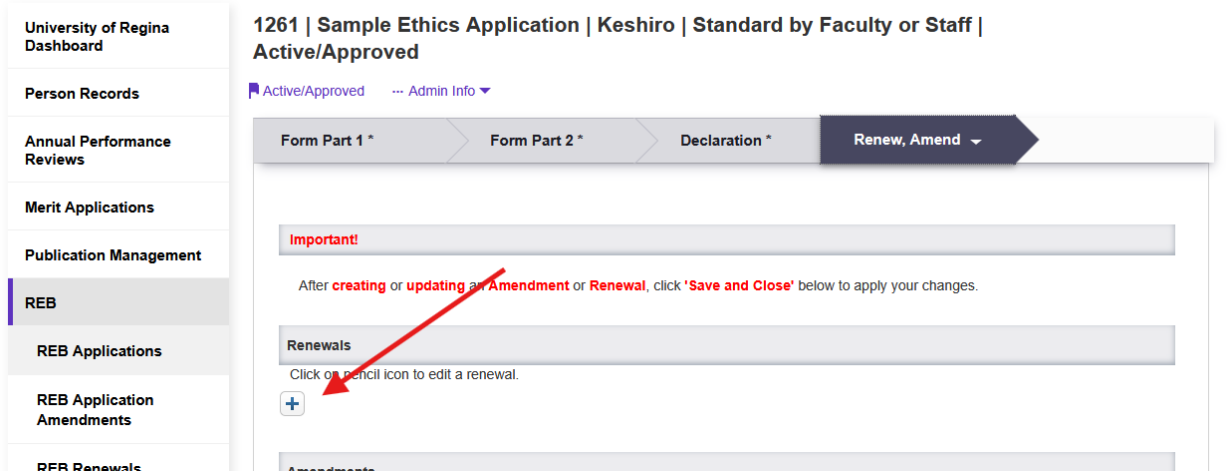
Internal ID 1261 Approval Date * 20-Nov-2025 Renewal Date 20-Nov-2026 Review *

Title * Sample Ethics Application

Principal Investigator *

Click the **“+”** icon under the Renewals section

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



University of Regina Dashboard

Person Records

Annual Performance Reviews

Merit Applications

Publication Management

REB

REB Applications

REB Application Amendments

REB Renewals

1261 | Sample Ethics Application | Keshiro | Standard by Faculty or Staff | 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.

+

Amendments

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.

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

University of Regina Dashboard

Person Records

Annual Performance Reviews

Merit Applications

Publication Management

REB

REB Applications

REB Application Amendments

REB Renewals

Research and Special Projects

Tasks

Notifications

In Preparation

Renewal *

Internal ID: 298 (3/8)

REB Application ID: 1261 (4/10)

Date Submitted

Approval Date

Please note: If your file is more than 5 years old, we will require a new application next year to assure the latest iteration has been reviewed given changes to TCPS2 in 2022.

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

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

Declaration

By submitting this renewal:

- I confirm that the information provided in this renewal 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? *

☒

Back 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”

The screenshot shows the University of Regina Dashboard with a sidebar on the left containing navigation links: University of Regina Dashboard, Person Records, Annual Performance Reviews, Merit Applications, Publication Management, REB, REB Applications, REB Application Amendments, REB Renewals, Research and Special Projects, Tasks, Notifications, and Statistics. The main content area is titled 'In Preparation' and 'Renewal *'. It displays a form for a Renewal application with fields for Internal ID (303), REB Application ID (1261), Date Submitted (27-Nov-2025), and Approval Date. A 'Set status' pop-up is centered over the form, containing a text input for a comment and two radio buttons: 'In Preparation' and 'Compliance Review'. The 'Compliance Review' option is selected and circled in red. Below the radio buttons are 'Cancel' and 'Done' buttons. The background form also includes a table for the Principal Investigator and a Supervisor section.

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

The screenshot shows the University of Regina Dashboard with a sidebar on the left containing navigation links: REB, REB Applications, REB Application Amendments, REB Renewals, Research and Special Projects, Tasks, Notifications, and Statistics. The main content area displays two tables: 'Renewals' and 'Amendments'. The 'Renewals' table has columns for Id, Submitted Date, Approval Date, and Status. The 'Status' column for the first row (Id 298) is circled in red and contains the text 'Compliance Review'. The 'Amendments' table has columns for Id, Submitted Date, Approval Date, and Status. The 'Status' column for the first row (Id 284) contains the text 'Compliance Review'. Below the tables are 'Cancel', 'Save', and 'Save & Close' buttons. The 'Save & Close' button is circled in red.

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

Annual Performance Reviews

Merit Applications

Publication Management

REB

REB Applications

REB Application Amendments

REB Renewals

Research and Special Projects

Tasks

Notifications

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		Need Info (By Compliance)
300	24-Nov-2025	24-Nov-2025	Approved

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	24-Nov-2025	Approved

- 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”

Reviews

Merit Applications

Publication Management

REB

REB Applications

REB Application Amendments

REB Renewals

Research and Special Projects

Tasks

Notifications

Statistics

309 1261

Please note: If your file is reviewed given changes to

REB Application *

Click on + and enter application Some details may not appear r

application next year to assure the latest iteration has been

low. ically later.

Set status

Enter a comment about the status change (optional).

In Preparation

Compliance Review

Cancel Done

ID	Title	Approval Date
1261	Sample Ethics	20-Nov-2025

Principal Investigator

Name	Organisation	Job Title	Phone
		Office Assistant	

Supervisor

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

The screenshot shows a web application interface for managing REB (Research Ethics Board) applications. On the left is a sidebar menu with options: Dashboard, Person Records, Annual Performance Reviews, Merit Applications, Publication Management, REB (selected), REB Applications, REB Application Amendments, and REB Renewals. The main content area is titled 'Active/Approved' and includes a breadcrumb trail 'Active/Approved > Admin Info'. Below this is a navigation bar with tabs: 'Form Part 1 *', 'Form Part 2 *', 'Declaration *', and 'Renew, Amend' (which is active and highlighted with a dark blue arrow). A red 'Important!' banner states: 'After creating or updating an Amendment or Renewal, click 'Save and Close' below to apply your changes.' Below the banner is a 'Renewals' section with a table of renewals. The table has columns for Id, Submitted Date, Approval Date, Status, and an edit icon (pencil). The data rows are: (298, 24-Nov-2025, 24-Nov-2025, Approved), (300, 24-Nov-2025, 24-Nov-2025, Approved), and (302, 27-Nov-2025, , Compliance Review). At the bottom of the page are three buttons: 'Cancel', 'Save', and 'Save & close'. The 'Save & close' button is circled in red.

Dashboard

Person Records

Annual Performance Reviews

Merit Applications

Publication Management

REB

REB Applications

REB Application Amendments

REB Renewals

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**