CONVERIS RESEARCH ETHICS MODULE
Chair Procedures – Version 1.0

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INTRODUCTION

The research ethics application forms and review process will now be completed online via the Converis Research Ethics module. This is designed to allow for greater transparency in the review process and save administrative staff a significant amount of time each year. As the system is web based and mobile device friendly, REB applications can be accessed at any time. The system has the ability to send automatic notifications when a review is requested and when responses to comments have been received. The system overall is much more efficient. REB applications can viewed, reviews uploaded and submitted thought the system
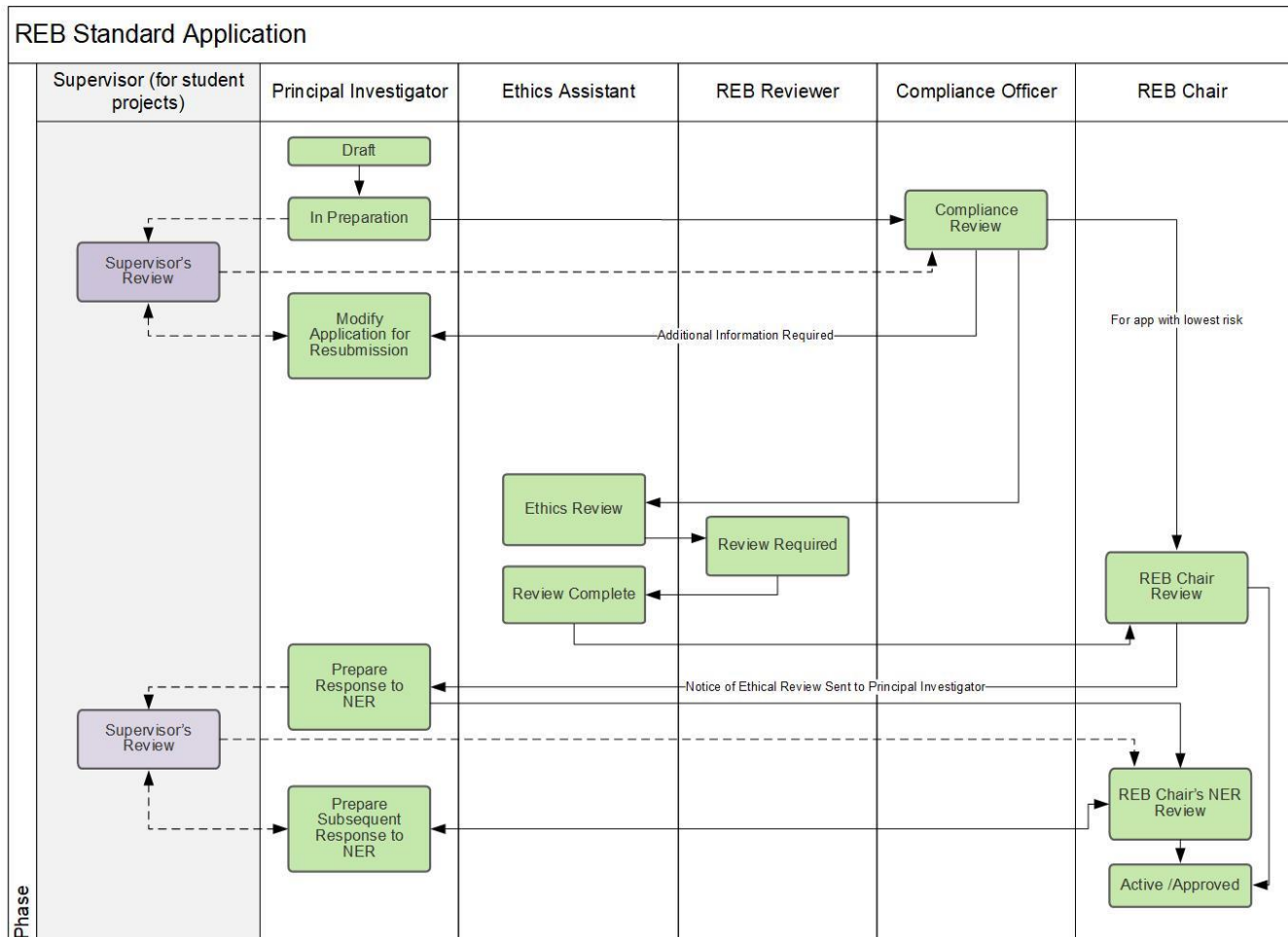
For any support, questions or to provide feedback, please contact:

Research.Ethics@uregina.ca
306-585-4775

Responses will be received by the end of the next business day.

WORKFLOW

The Converis Research Ethics Application follows this workflow:

REB Standard Application

Supervisor (for student projects)	Principal Investigator	Ethics Assistant	REB Reviewer	Compliance Officer	REB Chair
	Draft				
	In Preparation			Compliance Review	
Supervisor's Review					
	Modify Application for Resubmission		Additional Information Required		For app with lowest risk
		Ethics Review	Review Required		
		Review Complete			REB Chair Review
	Prepare Response to NER		Notice of Ethical Review Sent to Principal Investigator		
Supervisor's Review					REB Chair's NER Review
	Prepare Subsequent Response to NER				Active /Approved

Phase

GETTING STARTED

How to Login to the Converis System

- Please click here to access Converis
  or go to https://uregina.converis.clarivate.com/
- Users will be directed to the single sign on page requiring users to log in with Novell credentials. If enrolled in Dual Authentication you will receive a request for a push to your phone or fob.

University of Regina Authentication Required

Log In to Access uregina.converis.thomsonreuters.com	
Your uregina.ca username:	
Your uregina.ca password:	
Don't remember login	
Login	

In the **username** box, please enter the uregina.ca username you use to log in for email, URcourses, MicroFocus network client, etc.

In the **password** box, please enter your uregina.ca password.

If you are experiencing difficulties logging in, please contact the IT Support Centre at 306-585-4685 or email IT.Support@uregina.ca.

- The screen below will then appear. This is a security certificate from Information Services and it will only appear the first time when logging in on a device (or if you cleared your cache). If you login on a different device, you will then see this screen again.
- Select the second bullet and then click "Accept"

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

○ Ask me again at next login
  • I agree to send my information this time.

◉ Ask me again if information to be provided to this service changes
  • I agree that the same information will be sent automatically to this service in the future.

○ Do not ask me again
  • I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

Reject   Accept

Dashboard

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.

1. **Role:**
   - The user's role is indicated in the top right corner. All academic staff members will have a "Researcher" role by default. As Chair you have been assigned the "REB Chair" role. You will need to select the "REB Chair" role to view applications ready for your review.

2. **"Things to do"**
   - This will provide an at-a-glance space that will link to REB Applications that require review.

3. **"Recently Edited"**
   - REB applications that are currently being worked on will be found here. There will be a time and date stamp of when the application was last edited.

4. **"REB Application"**
   - This brings up a list of all the REB Applications that require a review.

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.

- "Save and Close" allows the user to change the state of the application. For example, when the Notice of Ethics Review (NER) has been uploaded and is ready to be sent to the applicant.
- Click on the tabs at the top or the ellipses "…" to navigate to a specific section of the application.

- Move to the next tab by clicking on the arrow at the bottom of the current tab

You have reached at the end of Part 1. Click → to go to Form Part 2.

Online REB Application Framework

"Form Part 1" tab

- REB Applications details are filled in here including Title, PI, Supervisor, Funding, Overview, Methodology, Compensation, Confidentiality and Risks.
- Only the Principal Investigator and Primary Contact are able to enter information on this page.
- Once the REB Application has been submitted, the Researcher/Primary Contact are not able to make any changes to this page.

"Form Part 2" tab

- REB Applications details are filled in here including Use of Internet, Indigenous Research, Community Based Research, Recruitment, Consent, and Data Security.
- Only the Principal Investigator and Primary Contact are able to enter information on this page.
- Once the REB Application has been submitted, the Researcher/Primary Contact are not able to make any changes to this page.

"Declaration" tab

- REB Applications details are filled in here including UofR Personnel, External Personnel, Conflict of Interest Declaration, Declaration by Principal Investigator (and Supervisor), and Comments by Supervisor.
- Only the Principal Investigator and Primary Contact are able to enter information on this page. The supervisor will have access to their declaration.

"Review" tab

- REB Applications details related to the review process are filled in here including Comments by Compliance Officer, Risk, Notice of Ethical Review(s) (NER) and the Response(s) to the Notice of Ethical Review(s).
- The Reviewers and REB Chair will upload their reviews and the NER(s).
- This tab has a box to select when the application has been approved.
- The Principal Investigator and Primary Contact will not be able to view the individual reviewer's comments, only the combined Notice of Ethical Review.
- Once the REB Application has been approved, the Researcher/Primary Contact are not able to make any changes to this page.

Notifications

There are notifications within the Converis System that will only be seen when logged into the system.

- Access Notifications by clicking on the bell icon on the top right corner of the Dashboard, or by clicking on "Notifications" on the menu found at left.

Email notifications are sent automatically from the Converis system. The Chair will receive email notifications when an REB Application is ready for them for review.

Notifications will be sent from the email address research.ethics@uregina.ca.

System generated email messages

Recipient	Message
Chair	REB Application is ready for review
Chair	A response to the NER has been received

Switching to the "REB Chair" Role

Every Converis user is assigned a "Researcher Role" as default. In this role you can create, submit and view your own REB applications. To conduct reviews of REB applications as Chair you will need to switch to the "REB Chair" Role.

- From the Dashboard, click on the ▼ beside your name at the top right
- Click on "Switch Role"
- Click on "REB Chair: *Name*"

Locating Applications Requiring Review
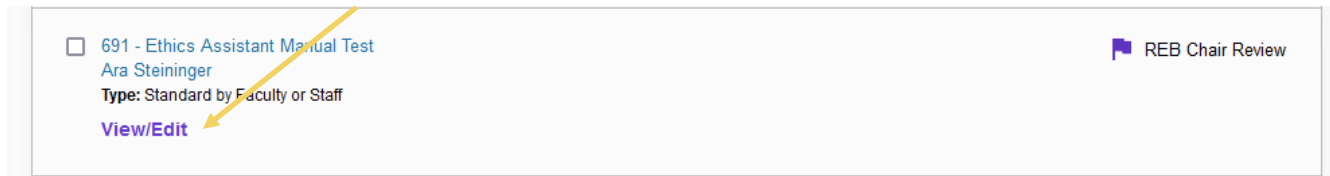
From the Dashboard the "Things to do" list, shows applications requiring Chair review.

- Click on "View All"

- Click on "View/Edit" to open the application

REVIEWING AN REB APPLICATION

Navigating Through an Application

There are 4 tabs that will require review "Form Part 1", "Form Part 2", "Declaration" and the "Review" tab (found under "More"). The Chair can view the application fields and uploaded documents. The Chair cannot view linked items, such as funding (referred to in Converis as Proposals and Projects) unless they are listed as personnel. If you are associated with a project (e.g. collaborator) please contact Research.Ethics@ureigna.ca to be removed as Chair from the application.
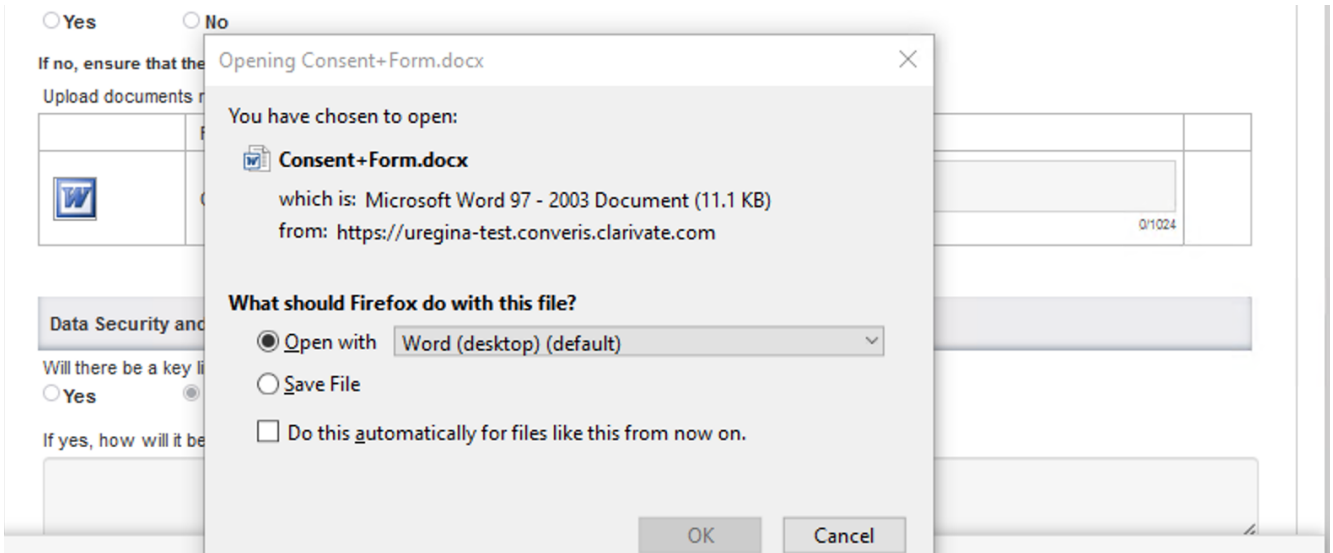
- To view an uploaded document (e.g. consent forms) click on the document icon on the left

- Select the software you would like to open the document with and "ok"

Yes   No

If no, ensure that the

Upload documents

Opening Consent+Form.docx   ✕

You have chosen to open:

📄 **Consent+Form.docx**

which is: Microsoft Word 97 - 2003 Document (11.1 KB)
from: https://uregina-test.converis.clarivate.com

What should Firefox do with this file?

⦿ O̲pen with   Word (desktop) (default) ▾

○ S̲ave File

☐ Do this a̲utomatically for files like this from now on.

OK   Cancel
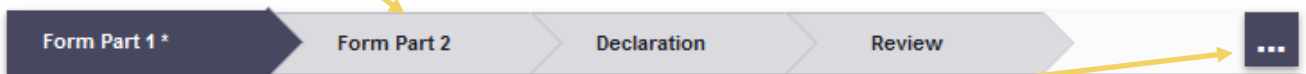
Data Security and

Will there be a key li
Yes

If yes, how will it be

- Navigate by clicking on the tabs at the top of the page, or the ellipses "…" to view to a specific section of the application.

In Preparation

| Form Part 1 * | Form Part 2 | Declaration | Review | ... |

^ Top

COA

Funding

Overview

Compensation

Internal ID   Approval Date   Renewal Date

531

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Title *
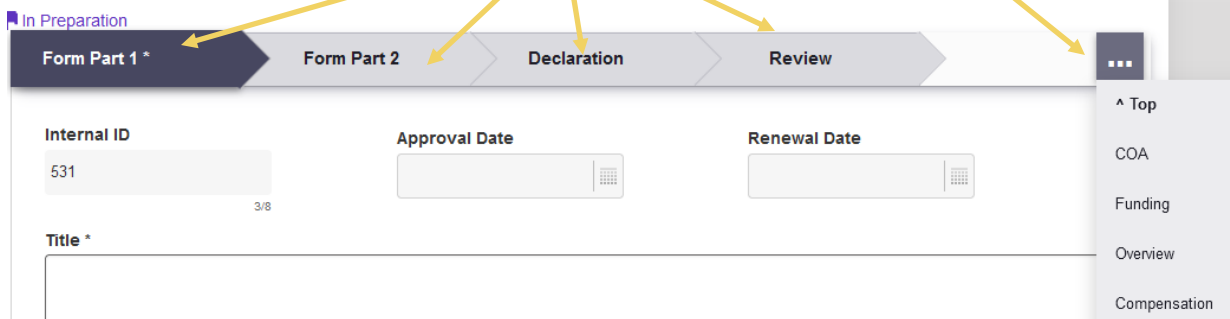
- Use the scroll bar on the right, keyboard arrows, or the tab button on your keyboard to move through the different fields
- When the end of the first tab is reached, navigate to the second tab in several ways.

- Click on the purple arrow.

You have reached at the end of Part 1. Click → to go to Form Part 2.

- Click on "Form Part 2"

| Form Part 1 * | Form Part 2 | Declaration | Review | ... |

- Hover your mouse over the ellipses "…"

- Click on "Form Part 2"

You have reached at the end of Part 2. Click → to go to Declaration.

- Click on the purple arrow to proceed to the declaration tab.
- Click on the "More" tab and select "Review" to locate the Review Sheets.

Review Sheets

Reviews are uploaded by reviewers using a separate entity called a Review Sheet, accessed from the "Review" tab. Each reviewer has a review sheet and reviewers are not able to view other reviewers review sheets. The Principal Investigator and personnel listed on the application are not able to view the review sheets, or see the names of the reviewers.

Review Sheets *

Click on pencil icon to complete your review sheet.

Id	Reviewer	Due on	Status	
124	Steininger, Ara	26-Aug-2022	Complete	✏️

- To open the Review Sheet, click on the pencil icon to the right of the reviewers name

Review Sheet *

Internal ID

124

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Due Date *

26-Aug-2022

Past Due Date *

27-Aug-2022

REB Application

Auto-filled when clicked on "Done".

Id	Title	Type	
691	Ethics Assistant Manual Test	Standard by Faculty or Staff	✏️

Reviewer *

Name	Member of committee	Adhoc member of committee	
SteiningerAra (Research Office)	Ethics Committee		✏️

Reviewer's Comments *

Upload comments.

	File Name	Created on	Description	
W	Reviewer Comments.docx	26-Aug-2022	Reviewer Comments 18/1024	

- Click on the document image [W] to open the Reviewer's Comments

Opening Reviewer+Comments.docx   ✕

You have chosen to open:

📄 **Reviewer+Comments.docx**
    which is: Microsoft Word 97 - 2003 Document (11.1 KB)
    from: https://uregina-test.converis.clarivate.com

What should Firefox do with this file?

⦿ Open with   Word (desktop) (default)   ⌄

◯ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel
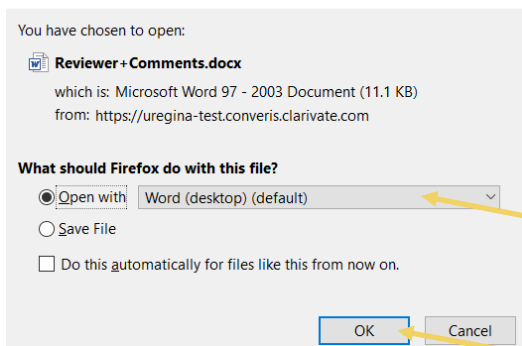
- Select "Open with" and "OK"

Back   **Done**

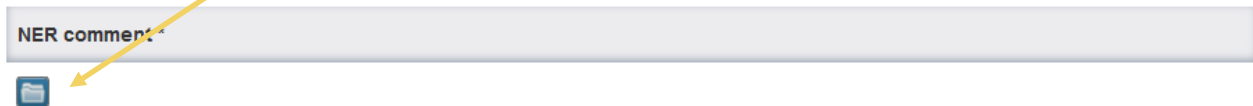- Click on Back to return to the application

- Repeat until you have opened all the reviewers comments

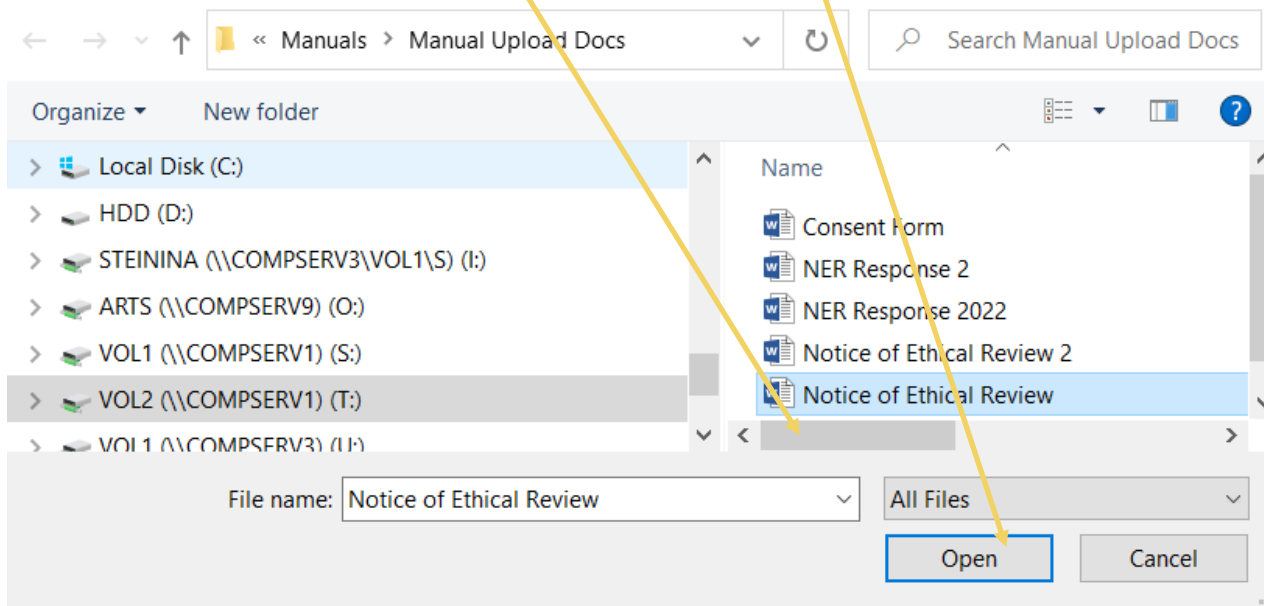# UPLOADING THE NOTICE OF ETHICAL REVIEW

Research ethics board comments are provided to applicants in the Notice of Ethical Review (NER). The NER is uploaded to the system as a separate document.

Converis supports: doc, ppt, xls, docx, pptx, xlsx, pdf, ps, rtf, txt, png, jpg, jpeg.

- Upload the Notice of Ethical Review by clicking on the folder "Notice of Ethical Review" on the "Review" tab.
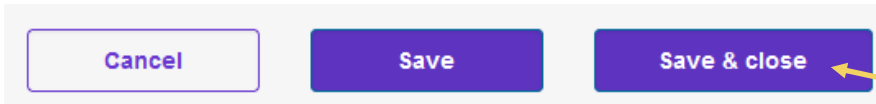

- Select the NER document to upload and click "Open"

- Enter a description for the file following the format "NER YEAR-MM-DD"

- If you upload the wrong document click on the 🗑 to delete and then upload the correct document.

| Cancel | Save | Save & close |

- Click on Save & Close when the Notice of Ethical Review is complete and uploaded

Set status

Please change the status first to enable the comment field.

Discontinued

REB Chair Review

NER Response Required

| Cancel | Done |

- Set the status to "NER Response Required"
- Click on "Done"

This will generate an automatic email to the Principal Investigator (and Supervisor if a student project) advising that the Notice of Ethical Review is ready for their response.

Reviewing the Response to a Notice of Ethical Review (NER)

When the Principal Investigator has uploaded their response to the NER, and any accompanying documents, Converis will trigger an email to the REB Chair, notifying them that the response is ready for review.

- Locate the application for review (click for instructions)
- Click on "More" and then click on "Review"
- Click on the document image to open the NER Response, repeat for ay "Revised Documents"

NER Response *

Download NER comment and upload with response.

	File Name	Created on	Description	
W	NER Response 2022.docx	13-Sep-2022	NER REsponse 2022-09-13 23/1024	

Revised Documents

Upload all revised/finalized documents.

	File Name	Created on	Description	
W	Consent Form.docx	13-Sep-2022	Consent Form Revised 2022-09-13 31/1024	

- If a subsequent NER is required upload a notice of ethical review (click for instructions)

APPROVING AN REB APPLICATION

- If the application is acceptable for approval click "Is approved by REB Chair"

REB Chair's Approval *

Once you approve, click Save to auto-fill the approval date.
Is approved by REB Chair? *

☑

- Click "Save" to generate the approval date on the "Form Part 1" tab

| Cancel | Save | Save & close |

- click "Save & close

| Cancel | Save | Save & close |

Set status

Enter a comment about the status change (optional).

NER Response Required

REB Chair's NER Review

Active/Approved

| Cancel | Done |

- Set the status to Active/Approved
- Click "Done"

This will generate an email to the Principal Investigator that the application has been approved.

- To confirm, check that the REB Application is no longer listed under "Things to do" on your Dashboard.

CREATING A PDF OF THE APPLICATION

- Click on the Hyperlink title to see the application questions and responses. Links to any uploaded documents (appendices) will be included.

- Click on Create PDF on the top right to create a PDF of the entire application.

FREQUENTLY ASKED QUESTIONS

How do I log into Converis?

- You Log on to Converis using your Novell credentials. More detailed instructions are found here.

How do I upload a document?
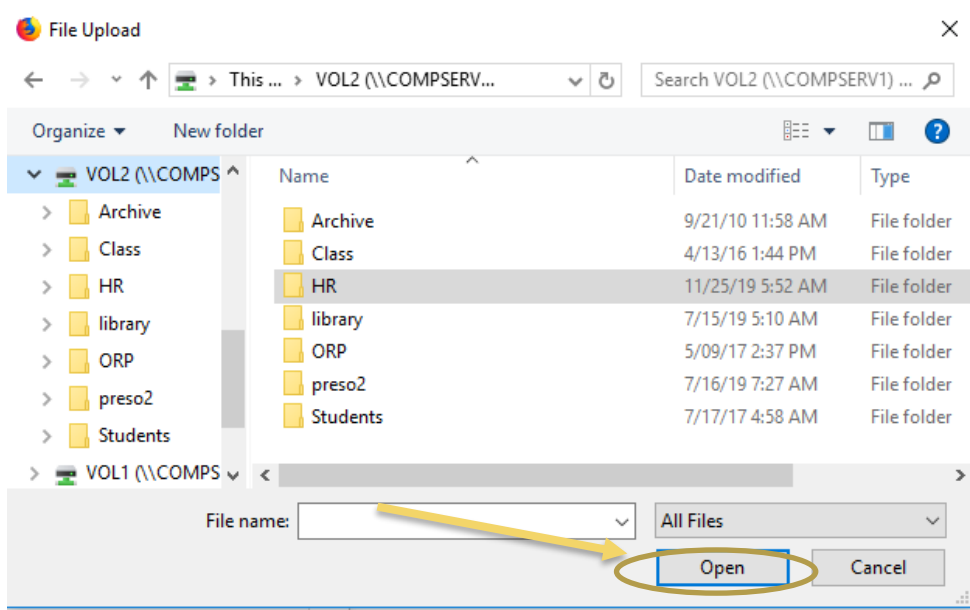
What types of files can be uploaded to the system?

- For documents, Converis supports: doc, ppt, xls, docx, pptx, xlsx, pdf, ps, rtf, txt, png, jpg, jpeg.
- For images, Converis supports: png, jpg, jpeg, gif.

What is the maximum file size accepted for files uploaded to Converis?

- An individual file may not exceed 200 MB in file size. However, there is no limit to the numbers of files that can be uploaded.