

Research Office

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:



GETTING STARTED

How to Login to the Converis System

- Please click here to access <u>Converis</u> or go to <u>https://uregina.converis.clarivate.com/</u>
- 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 <u>IT.Support@uregina.ca</u>.

- 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.				
\bigcirc 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	Save & close	
	Save	Save Save & close

- "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.

nternal ID	Approval Date	Renewal Date	~ Тор
31			COA
3/8		*****	Funding
tie *			Overview
			Compensi

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

Online REB Application Framework

nto mal ID						
527	3/8	Approval Date	1000	Renewal D	ate	
itle *						
						0/1024
Principal Investigato	or *					
+						

"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.

versity of Regina Dashboard > Not	ifications	Notifications
University of Regina Dashboard	Notifications (318)	Annual Performance Review status change 10-Mar-2021 Priority: NORMAL
Person Records	View View	AIF Submission confirmation
Human Ethics Applications		Annual Performance Review status
Annual Performance Reviews	Select / Deselect all Mark as Read Mark as Unread Delete	change 22-Feb-2021 Priority: NORMAL
Publication Management	Annual Performance Review status change From: SYSTEM Category: INFORMATION Priority: NORMAL	and 304 more View A
Research and Special		06:39
Projects	AIF Submission confirmation	09-
Tasks	FIGHT, STOTEM Category, INFORMATION PHOTIN: LOW	Mar-2021 10:11

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 solution 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.

University of Regina Dashboard	Ara Steininger >	
Person Records	e: ara.steininger@uregina.ca	
REB		
Notifications	Things to do	
Statistics	3 REB Applications in Status: REB Chair Review	View All

Click on "View/Edit" to open the application



REVIEWING AN REB APPLICATION

Navigating Through an Application

Form Part 1*	Form Part 2	Declaration ?	More * 🛥		
680	Approv	al Date	Review * Office Use Only		
Title * Reviewer Manual Test A	3/8				
					32
Principal Investigato)r *				32
Principal Investigato	or * Organisation	Job Title		Phone	32

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 <u>Research.Ethics@ureigna.ca</u> 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

Upload docurrents related to consent (consent forms, assent forms, consent scripts etc)

	File Name	Size	Description	
W	Consent Form.docx	11 KB		
			0/1024	

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

⊖Yes ⊖	No	
If no, ensure that the	Opening Consent+Form.docx	×
Upload documents r	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	0/1024
Data Segurity and	What should Firefox do with this file?	
Data Security and	Open with Word (desktop) (default)	×
Will there be a key li • Yes	○ <u>S</u> ave File	
If yes, how will it be	Do this <u>a</u> utomatically for files like this from now on.	
	ОК Са	ancel

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

orm Part 1 *	For	rm Part 2	Declaration	Review		`
ternal ID		Approval Date		Penewal Date		^ Top
31		Approvar Date		Renewal Date		COA
	3/8					Funding
tle *						Quantian

- 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.



nternal ID	Approval	Date	Renewal Date			COA
	0/8					Funding
itle *						Overview
No Personnel						Compensation
					12/10	Deception
Principal Investigator i					-	Confidentiality
rincipal investigator						
Name	Organisation	Job Title		Phone		Risk and Benefit
Name Steininger, Ara	Organisation Research Office	Job Title Research Compliance (Officer	Phone	1 🖻	Risk and Benefit
Name Steininger, Ara	Organisation Research Office	Job Title Research Compliance (Officer	Phone	1	Risk and Benefit v Bottom Form Part 2
Name Steininger, Ara	Organisation Research Office	Job Title Research Compliance (Dfficer	Phone		Risk and Benefit v Bottom Form Part 2

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

University of Regina Dashboard > REB Review Sheets > Edit 108 | Reviewer Manual Test Applicat ... > Edit 680 | Reviewer Manual Test Applicat ... >

University of Regina Dashboard	680 Reviewer Ma Staff Ethics Revi	anual Test Applicati iew	Steininger Sta	ndard by Faculty or	
Person Records	Ethics Review				
REB	Form Part 1 *	Form Part 2 *	Declaration *	More * 🔺	
REB Application				Review *	
REB Review Sheets	UofR Project Person	nel		Office Use Only	
Notifications					_

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 i	Click on pencil icon to complete your review sheet.					
ld	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

Internal ID Due Date *)ate *		Past Due Date *		
124 26-Aug-2022		ıg-2022		27-Aug-2022		
	3/8					
REB App	lication					
uto-filled	illed when clicked on "Done".					
ld	Title	Туре				
691	Ethics Assistant Ma	inual Test		Standard b	y Faculty or Staff	Í
Reviewe	er *					
Name		Member of com	nittee	Adhoo	member of committee	
Steininge (Researc	erAra ch Office)	Ethics Committee				ø
W	Reviewer Comment	s.docx	26-Aug-202	2	Reviewer Comments	124
	Reviewer Comment	is.docx	26-Aug-202	2	Reviewer Comments	124
• Cli	Reviewer Comment	nent image	26-Aug-202	2 the Rev	Reviewer Comments 18/10 iewer's Comments	124
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Cli Cli Reviewer+Cor e chosen to c viewer+Cor ich is: Micro m: https://uu tould Firefor pen with V ve File o this autom	Reviewer Comment	ts.docx ment image t (11.1 KB) om tow on. OK Cancel	26-Aug-202	2 the Rev	Reviewer Comments	124
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• 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.

NER comment*

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

\leftarrow \rightarrow \vee \uparrow 📜 « Manuals > Manual Upload Doc	rs v ひ 오 Search Manual Upload Docs
Organize 🔻 New folder	≣≕ - □ ?
> 🐛 Local Disk (C:)	▲ Name ▲
> 🥧 HDD (D:)	Consent Form
> 🛫 STEININA (\\COMPSERV3\VOL1\S) (I:)	NER Response 2
> 🛫 ARTS (\\COMPSERV9) (O:)	NER Response 2022
> 🛫 VOL1 (\\COMPSERV1) (S:)	Notice of Ethical Review 2
> 🥪 VOL2 (\\COMPSERV1) (T:)	Notice of Ethical Review 🗸
> Sol 1 (\\COMPSERV3) (U)	~ < ` >
File name: Notice of Ethical Review	 ✓ All Files ✓
	Open Cancel

NER comment *						
	File Name	Created on	Description			
W	Notice of Ethical Review.docx		NER 2022-09-13 14/1024	Ē		

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

If you upload the wrong document click on the ⁱ 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.	 Set the status to "NER Response Required" Click on "Done"
Discontinued	
NER Response Required	
	This will generate an automatic email to the Principal Investigator (and
Cancel Done	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 respo	nse.	
File Name	Created on	Description
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
Consent Form.docx	13-Sep-2022	Consent Form Revised 2022-09-13
		31/1024

• If a subsequent NER is required <u>upload a notice of ethical review</u> (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.	the "Eerm Part 1" tab
Click Save to generate the approval date of	
Cancel Save Save Save & close	
 click "Save & close 	
Cancel Save Save & close	
	Set status
	Enter a comment about the status change (optional).
Set the status to Active/Approved	
Click "Done"	NER Response Required
	REB Chair's NER Review
This will generate an email to the Principal	Active/Approved
Investigator that the application has been approved.	
	Cancel Done

 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.

 10
 680 - Reviewer Manual Test Application

 Ara Steininger

 Type: Standard by Feculty or Stain

 View/Edit

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

University of Regina Dashboard > REB Application > Browse 680 | Reviewer Manual Test A...

Reviewer Manual Test Application University of Regina Dashboard REB Application Type: Standard by Faculty or Staff Updated on: August 22, 2022 Person Records Approval Date: Renewal Date: REB Principal Investigator: **REB** Application Ara Steininger **REB Review Sheets** Primary Contact Person for Correspondence (if not same as PI): Notifications Certificate of approval Statistics Please be advised that approvals may need to be sought if you are collecting data from schools, within health regions and may be required from other organizations, agencies, or community groups.

Will you be contacting potential participants or collecting data from any such organizations? No

If yes, provide certificate or letter of support/approval

Funding Detail

Has this project received funding? No Ethics Review

🛃 Create PDF 🧪 Edit

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?

_					
🌖 File Upload				×	
\leftarrow \rightarrow \checkmark \uparrow \blacksquare \Rightarrow This \Rightarrow VOL2 (\\COMPSERV \checkmark \heartsuit			Search VOL2 (\\COMPSERV1) 🔎		
Organize 🔻 New folder					
👻 👳 VOL2 (\\COMPS 🔨	Name		Date modified	Туре	
> Archive	Archive		9/21/10 11:58 AM	File folder	
> Class	Class		4/13/16 1:44 PM	File folder	
> HR	HR		11/25/19 5:52 AM	File folder	
> library	library		7/15/19 5:10 AM	File folder e	
> ORP	ORP		5/09/17 2:37 PM	File folder	
> preso2	preso2		7/16/19 7:27 AM	File folder	
> Students	Students		7/17/17 4:58 AM	File folder e	
	/				
File name:			All Files	~ t	
			Open	Cancel	

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.