

Human Ethics Research Application

Getting Started

All research at UFV that involves humans as participants requires review by the UFV Human Research Ethics Board. Initiating this review process is now all online through the UFV ROMEO Research Portal.

To complete your application for Human Ethics Review:

[Login to the Romeo Researcher portal](#) using your email address and password information. Please refer to the [Registration](#) section for further information on how to obtain an account.

To apply for ethics approval on ROMEO, this screen will appear once you have registered with ROMEO and logged in:

Click on the “APPLY NEW” link to bring up the application forms (see below)

The screenshot displays the user interface of the ROMEO Research Portal. At the top, a dark blue navigation bar contains the text "Powered by Process Pathways | Product Info" on the left and "Welcome: Charles Dickens | Home | My Profile | Contact Us | Logout" on the right. Below this is a green header section with "OFFICE OF Research Services" on the left and the "UNIVERSITY OF THE FRASER VALLEY" logo on the right, which includes the tagline "RESEARCH, ENGAGEMENT AND GRADUATE STUDIES". A light blue navigation bar below the header features "BACK TO HOME | Search" on the left, a search input field with a "File No" dropdown, and "APPLY NEW | News | Useful Links" on the right. A large blue arrow points to the "APPLY NEW" link. At the bottom, a dark blue dropdown menu is open, showing three options: "Role: Principal Investigator", "Role: Project Team Member", and "Role: Reviewer", each with a downward-pointing chevron.

New Application Forms

Office of Research Ethics



| Application Name | Description | Status |
|---|--|--------|
| HREB Request for Ethical Review | Form for faculty or students to fill out to request ethical approval of their research. | Open |
| HREB Request for Course Designation | For all courses with research projects or studies involving human participants. | Open |
| HREB Application for Externally Approved Research | To apply for ethics approval from UFV when you have already received approval from a research ethics board at another institution. | Open |

Office of Research Services

| Application Name | Description | Status |
|--|--|--------|
| Initial Funding Request Application | Initial form faculty complete who wish to apply for a funding award or grant | Open |
| Research Option | Research Option Application form. | Open |
| Sabbatical Application Form | Sabbatical application form | Open |
| Scholarly Activity | Scholarly Activity Application form. | Open |
| Scholarly Activity Grant Application | Scholarly Activity Grant Application form. | Open |
| Student Presentation Grant | Student request for support to present research at a conference. | Open |
| Student Led Research Grant Application | The application form for student's involved in a research program led by a faculty supervisor. | Open |

Click on the appropriate form to begin the application process.

Click on the tabs at the top and complete each section, **making sure to press "SAVE" often and after each section is complete.** More detailed information on each tab is laid out below.

Powered by Process Pathways Welcome: Charles Dickens

Application Ref No: 1156 Application Form: HREB Request for Ethical Review

Save Close Print Export to Word Export to PDF Submit Withdraw

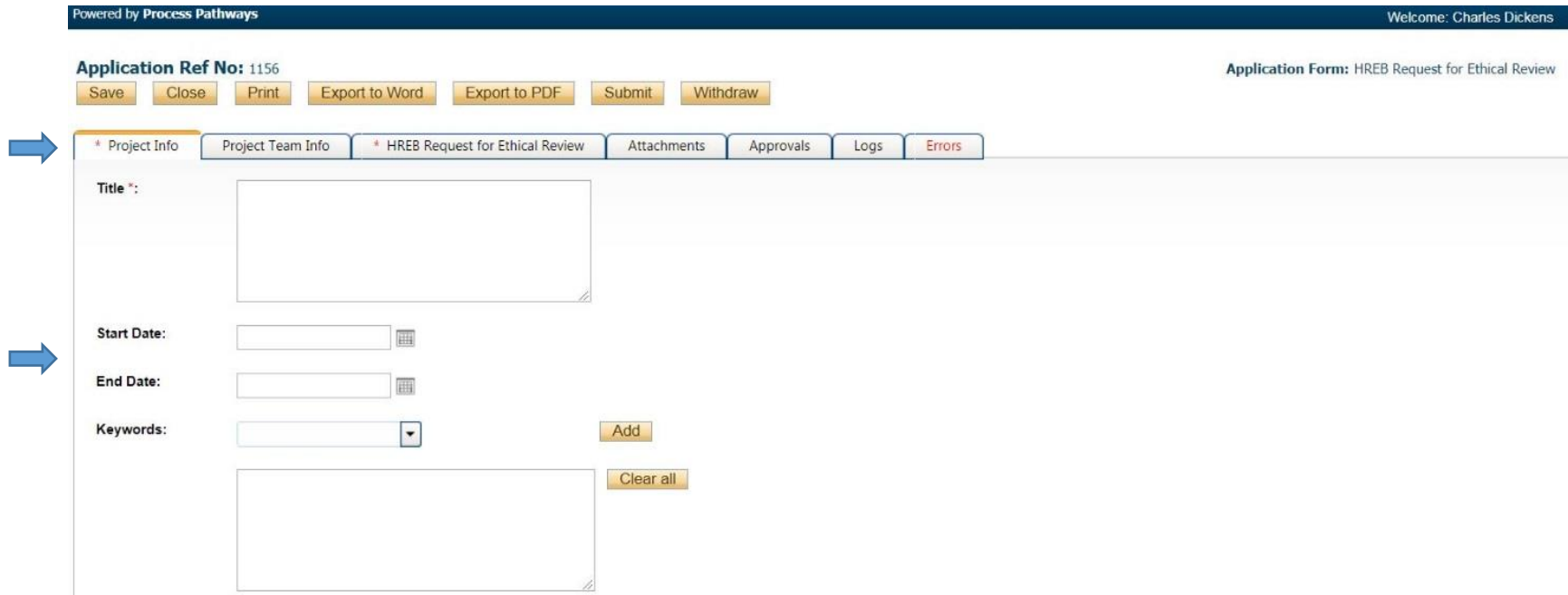
* Project Info Project Team Info * HREB Request for Ethical Review Attachments Approvals Logs Errors

Title *:

Start Date:

End Date:

Keywords: Add Clear all

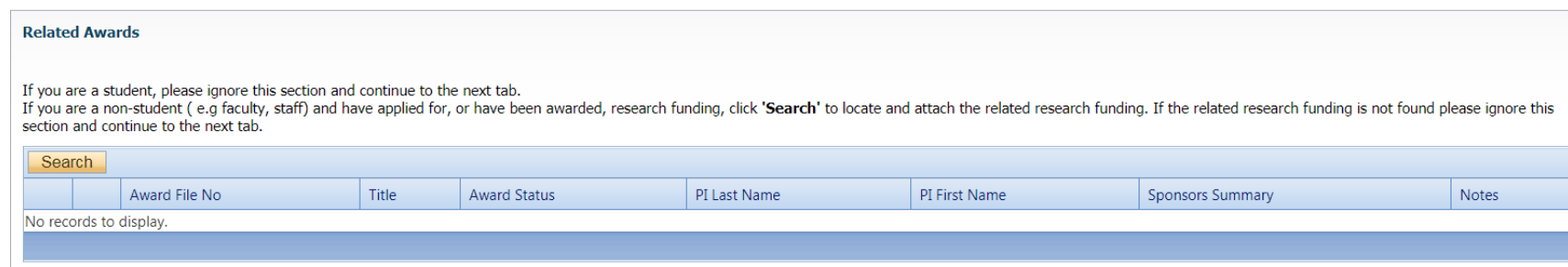


Each of these tabs constitutes the application and must be completed before the application can be submitted.

Project Info: Please enter the title of your research project, your proposed start and end dates of the entire project, and any keywords you'd like to add. **For courses:** Please enter the course number and name (e.g. PSYC 202: Research Methods in Psychology).

IMPORTANT: Please enter a start and end date for **data collection only**. If you are applying for a course, this can be left blank.

**** Related awards:** Please search and click “Retrieve info” to pull up any related grants or awards. This will link the grant to the ethics application.



Related Awards

If you are a student, please ignore this section and continue to the next tab.
If you are a non-student (e.g faculty, staff) and have applied for, or have been awarded, research funding, click '**Search**' to locate and attach the related research funding. If the related research funding is not found please ignore this section and continue to the next tab.

| Award File No | Title | Award Status | PI Last Name | PI First Name | Sponsors Summary | Notes |
|------------------------|-------|--------------|--------------|---------------|------------------|-------|
| No records to display. | | | | | | |

5. Complete the Project Team tab and include any main team members that may be part of this research project/application. **If you have multiple co-investigators or team members, leave this for now and contact Yvette or Kelly to discuss the best way to do this.** Your information should already be there unless you registered a new account with ROMEO (i.e new faculty, staff, student, external). If you need to change the PI you can do so by clicking “Change PI”. The window will pop up with a list of all registered users.

Team members added will be able to log in and see the application and make changes; however, they will not be able to submit.

IMPORTANT: ALWAYS choose “Retrieve Info” or “Search Profiles” before adding investigator information if it isn’t already populated from your log in. You will also need to click the “submit” button and not press enter on the keyboard – hitting enter will turn up blank results. If an investigator is added to the database twice, the system will have problems properly managing communications. If someone is not in the system, please contact [Yvette Fairweather](#) or [Kelly Tracey](#) for assistance. We may add industry or community team members without emails at first so as not to inundate them with emails about the application. You may proceed with the application and come back to this step after they are added.

COURSES: The PI for course designations will be the main course instructor. Additional “Team members” can be added as additional course instructors.

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info * HREB Request for Ethical Review Attachments Approvals Logs Errors

Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.



Change PI Refresh

Prefix: Last Name*: First Name*:

Affiliation*:

Rank:

Institution:

To add any additional team members, click "Add New"



Other Project Member Info:

Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

Add New ?

| Last Name | First Name | Role In Project |
|------------------------|------------|-----------------|
| No records to display. | | |

It will bring you to this screen – search for the additional team members and add them. Again, do not hit the enter button on your keyboard – you have to click “Search” or it will turn up blank results.

Project Team Member Edit

Save Close

Project Team Member Info

Do not hand type data for this section. To add more project team members to this application form, click Add New to search for and select from other researcher profiles. Click [?] for more info.

Search Profiles Refresh ?

Prefix: Last Name: First Name:

Make sure to add their role. Click **Save**. The window will close and bring you back to the main application.

Save Close

Project Team Member Info

Do not hand type data for this section. To add more project team members to this application form, click Add New to search fi

Search Profiles Refresh ?

Prefix: Last Name: Fir

Affiliation:

Role In Project: Country:

Rank: Institution:

Completing the HREB application

Click on the tab: "HREB Request for Ethical Review". More tabs will populate beneath it. Any tab with an asterisk beside it is a required section or contains required questions.



Save often!

Click on each sub-tab to complete the sections of the HREB application.

Application Ref No: 1156 Application Form: HREB Request for Ethical Review

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info * HREB Request for Ethical Review Attachments Approvals Logs Errors

* Checks * Project Summary * Project Methodology Deception * Potential Benefits * Potential Risks * Attachments * Minimal Risk Checklist Part 1 * Minimal Risk Checklist Part 2

Check the boxes to verify the following:

-  1.1) My Department Head has received a copy of my Request for Ethical Review and is aware of my research project
 Yes
-  1.2) My Dean has received a copy of the Request for Ethical Review and is aware of my research project.
 Yes
-  1.3) * I have completed the TCPS2 Core Tutorial - you will asked to provide a copy if this cannot be verified.
 Yes

When you have finished the ethics application sub-tabs, click on "Attachments" to add any additional supporting documents such as your consent forms, questionnaires, support letters, scripts, etc.

Application Ref No: 1157

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#) [Withdraw](#)

[* Project Info](#) [Project Team Info](#) [* HREB Request for Ethical Review](#) [Attachments](#) [Approvals](#) [Logs](#) [Errors](#)

Please provide the following (if applicable):

Recruitment tools (email script, poster, phone script, etc)

Questionnaire
Interview
Test Instruments
Observation Description

Informed Consent Letter/Letter of Information (templates below)
School/Hospital/Deputy Minister consent

Letter of Agreement from Partner Organization

TCPS2 Core Certificate (students only)

[Consent Form.docx](#)
[2017-2018 Letter of Informed Consent Example.docx](#) ← This is a link to the template



[Add Attachment](#)

NOTE : The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 10MB.

When you have completed all required questions in a tab the asterisk will disappear.

Application saved

Project Info | Project Team Info | * HREB Request for Ethical Review

Checks | Project Summary | Project Methodology | Deception

Minimal Risk Checklist Part 2 | Accuracy of Information

You can save and close your application at any point. Your application draft will reside in the “Applications: Drafts” file under the “Role: Principal Investigator” drop down list until it has been submitted. It is also important to check here to make sure you have submitted all the applications you had started!

Powered by **Process Pathways** | Product Info

Welcome: Charles Dickens | Home | My Profile | Contact Us | Logout

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Research Services

UNIVERSITY OF THE FRASER VALLEY
RESEARCH, ENGAGEMENT AND GRADUATE STUDIES

BACK TO HOME | Search | File No [] [] []

APPLY NEW | News | Useful Links

Role: Principal Investigator ^


- Applications: Drafts (4) ←
- Applications: Requiring Attention (0)
- Applications: Under Review (5)
- Applications: Post-Review (0)
- Applications: Withdrawn (0)
- Events: Drafts (0)
- Events: Requiring Attention (0)
- Reminders (0)

Role: Project Team Member v


Role: Reviewer v

To open your draft application, click on the “Applications, Drafts” link and a page like this will appear with a list of all your applications. Click on the “edit” button of the application you wish to open and work on.


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AND GRADUATE STUDIES

BACK TO HOME | | | 
APPLY NEW | News | Useful Links

Reset Filters | Export To Excel

| | File No | Project Title | Principal Investigator | Application Type | Status Snapshot |
|--|-------------------------------|-------------------------------|--|--|---|
|  | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value="All"/> | <input type="text" value=""/> |
| <div style="display: flex; flex-wrap: wrap; gap: 5px;"> View Edit Clone </div> <div style="display: flex; flex-wrap: wrap; gap: 5px; margin-top: 5px;"> Delete Latest Workflow </div> | Ref No : 1324 | | Dr. Charles Dickens (College of Arts - Humanities) | Research Option (Awards\Awards) | Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/08/13 |
| <div style="display: flex; flex-wrap: wrap; gap: 5px;"> View Edit Clone </div> <div style="display: flex; flex-wrap: wrap; gap: 5px; margin-top: 5px;"> Delete Latest Workflow </div> | Ref No : 1185 | Why is the sun hot? | Dr. Charles Dickens (College of Arts - Humanities) | Initial Funding Request Application (Awards\Awards) | Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/08/12 |
| <div style="display: flex; flex-wrap: wrap; gap: 5px;"> View Unlock </div> <div style="display: flex; flex-wrap: wrap; gap: 5px; margin-top: 5px;"> Latest Workflow </div> <p style="font-size: 8px; color: red; margin-top: 5px;">Locked By Dickens(fairweathery_su)</p> | Ref No : 1156 | | Dr. Charles Dickens (College of Arts - Humanities) | HREB Request for Ethical Review (Certification\Human Ethics) | Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/06/06 |
| <div style="display: flex; flex-wrap: wrap; gap: 5px;"> View Edit Clone </div> <div style="display: flex; flex-wrap: wrap; gap: 5px; margin-top: 5px;"> Delete Latest Workflow </div> | Ref No : 1133 | Why is Trump orange? | Dr. Charles Dickens (College of Arts - Humanities) | Research Option (Awards\Awards) | Project Status: Pending Workflow Status: Pre-Submission Last Saved: 2019/07/08 |

When you are ready, you may submit the application. You may export your application at any point, however the attachments do not export with the application.

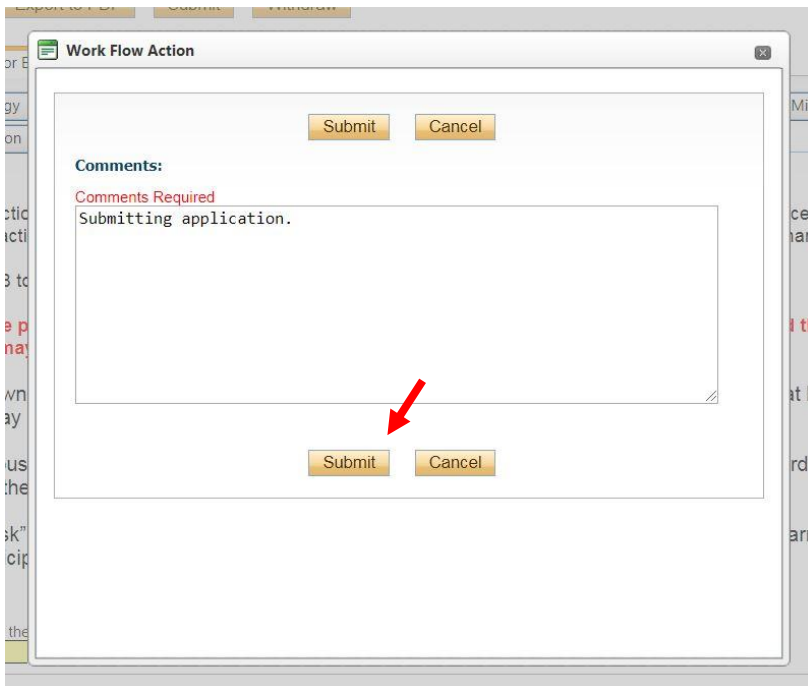
Application Ref No: 1161

Save Close Print Export to Word Export to PDF Submit Withdraw

If there are required answers you have missed, a pop up message will let you know and the Error tab will show you which questions were missed. After that error is fixed you should be able to submit the application.



A comment box will pop up. You can add any comments in here that you may need to communicate to the ethics officer. If you have nothing to add you will have to write something so N/A is fine. You will receive a confirmation in your email.

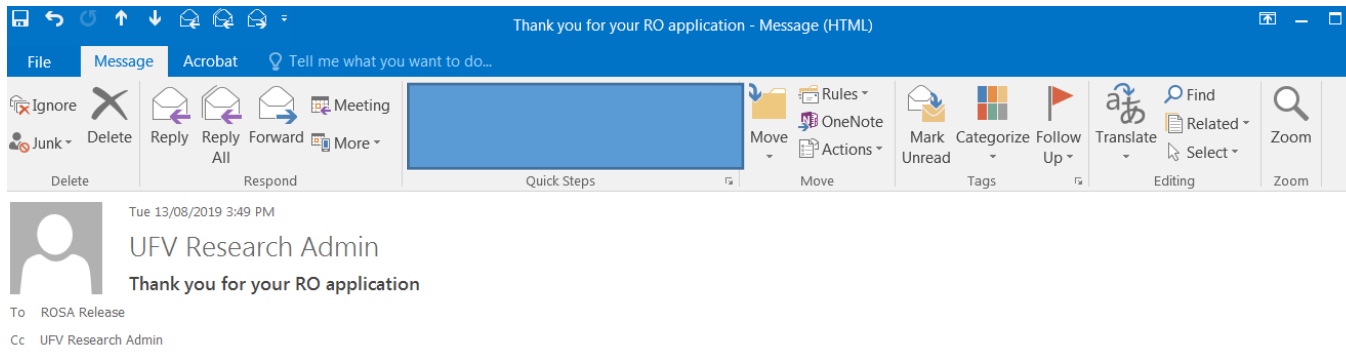


Your application will appear in your home page under your role as “Applications: Under Review”. Any other types of applications you have will appear here too, including ones you have to respond to and any you may have withdrawn.

| Role: Principal Investigator | |
|---|-----|
| Applications: Drafts | (1) |
| Applications: Requiring Attention | (0) |
| Applications: Under Review | (3) |
| Applications: Post-Review | (0) |
| Applications: Withdrawn | (0) |
| Events: Drafts | (0) |
| Events: Requiring Attention | (0) |
| Reminders | (0) |

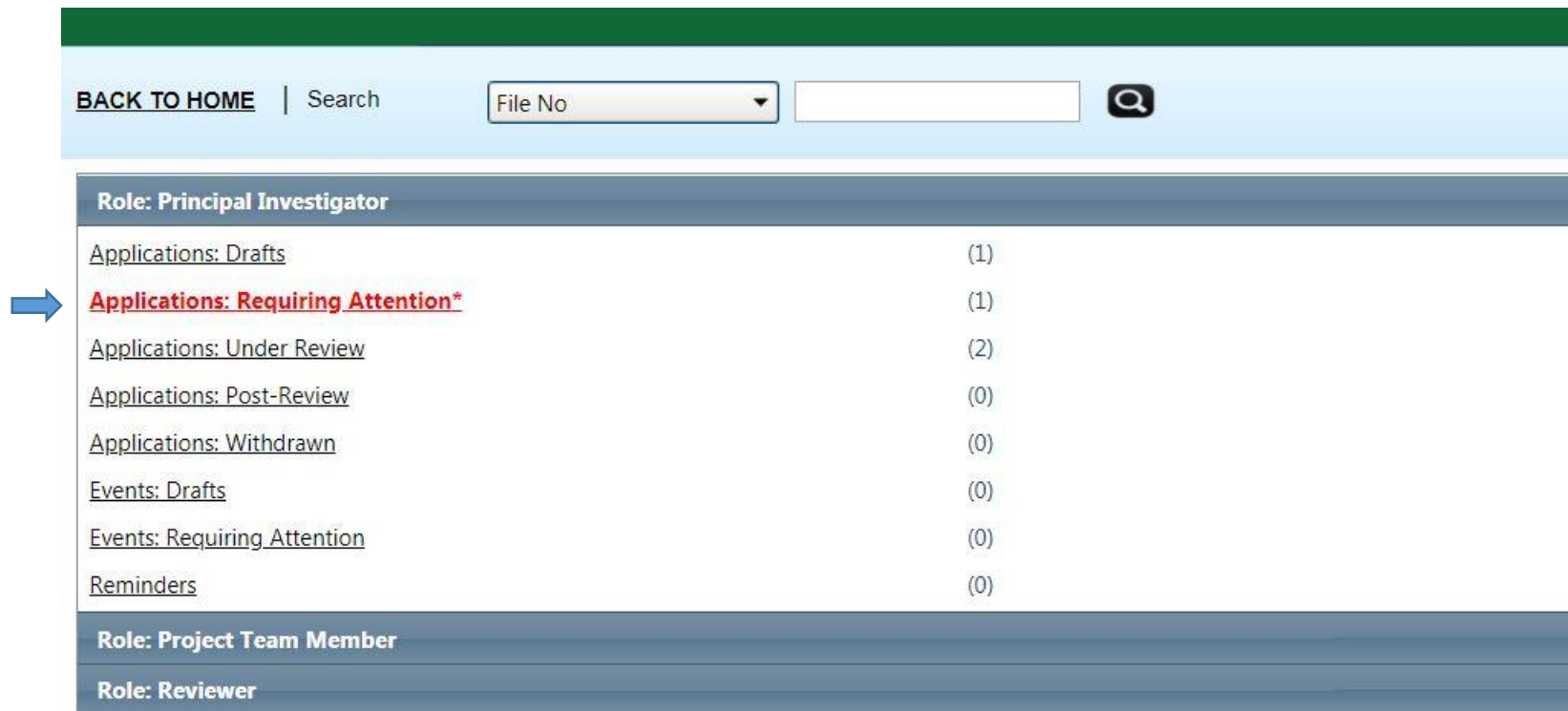
| Role: Project Team Member | |
|---------------------------|--|
| Role: Reviewer | |

Once you submit your application, you will receive an automatic email confirming receipt of your application by the research office.



After Review

Once the revision has been completed and the comments are sent back to you in an email, you will log back into your ROMEO account and see your application that requires attention now. Click on that red link.



The screenshot shows the top navigation bar of the ROMEO application. It includes a "BACK TO HOME" link, a search bar, and a "File No" dropdown menu. Below the navigation bar, the user's role is identified as "Principal Investigator". A list of application categories is displayed, with "Applications: Requiring Attention*" highlighted in red and indicated by a blue arrow. Other categories include "Applications: Drafts", "Applications: Under Review", "Applications: Post-Review", "Applications: Withdrawn", "Events: Drafts", "Events: Requiring Attention", and "Reminders". The roles "Project Team Member" and "Reviewer" are also listed below the main navigation area.

| Role: Principal Investigator | |
|--|-----|
| Applications: Drafts | (1) |
| Applications: Requiring Attention* | (1) |
| Applications: Under Review | (2) |
| Applications: Post-Review | (0) |
| Applications: Withdrawn | (0) |
| Events: Drafts | (0) |
| Events: Requiring Attention | (0) |
| Reminders | (0) |

Role: Project Team Member

Role: Reviewer

Here you will click “Edit” to make the requested changes to your application.

The screenshot shows a navigation bar with "BACK TO HOME" and a search field. Below it are "Reset Filters" and "Export To Excel" buttons. A table displays project information with columns for "File No" and "Project Title". The first row shows "100157" and "Do fruit flies have feelings?". Action buttons "View", "Edit", and "Clone" are present, with a red arrow pointing to "Edit". A "Latest Workflow" button is also visible.

Make your changes and then save and re-submit. You will receive confirmation that your application was re-submitted.

The screenshot displays application details: "Application Ref No: 1161" and "Project Title: Do fruit flies have feelings?". The "Project Work Flow State" is "Pending Info by ORS". Action buttons include "Save", "Close", "Print", "Export to Word", "Export to PDF", "Re-Submit" (highlighted with a red arrow), and "Withdraw". Below are tabs for "Project Info", "Project Team Info", "HREB Request for Ethical Review", "Attachments", "Approvals", and "Logs". A sub-menu is open under "HREB Request for Ethical Review" showing "Checks", "Project Summary", "Project Methodology", "Deception", "Potential Benefits", "Potential Risks", "Minimal Risk Checklist Part 2", and "Accuracy of Information".

Now on your Romeo homepage, you will see that your application is now “under review” again. If you click on it, you will see a list of all your applications in the system and their status.

Project Status: Under review with committee
Workflow Status: ORS Review

This process will continue until approval is granted at which point you will receive an email with the approval information.