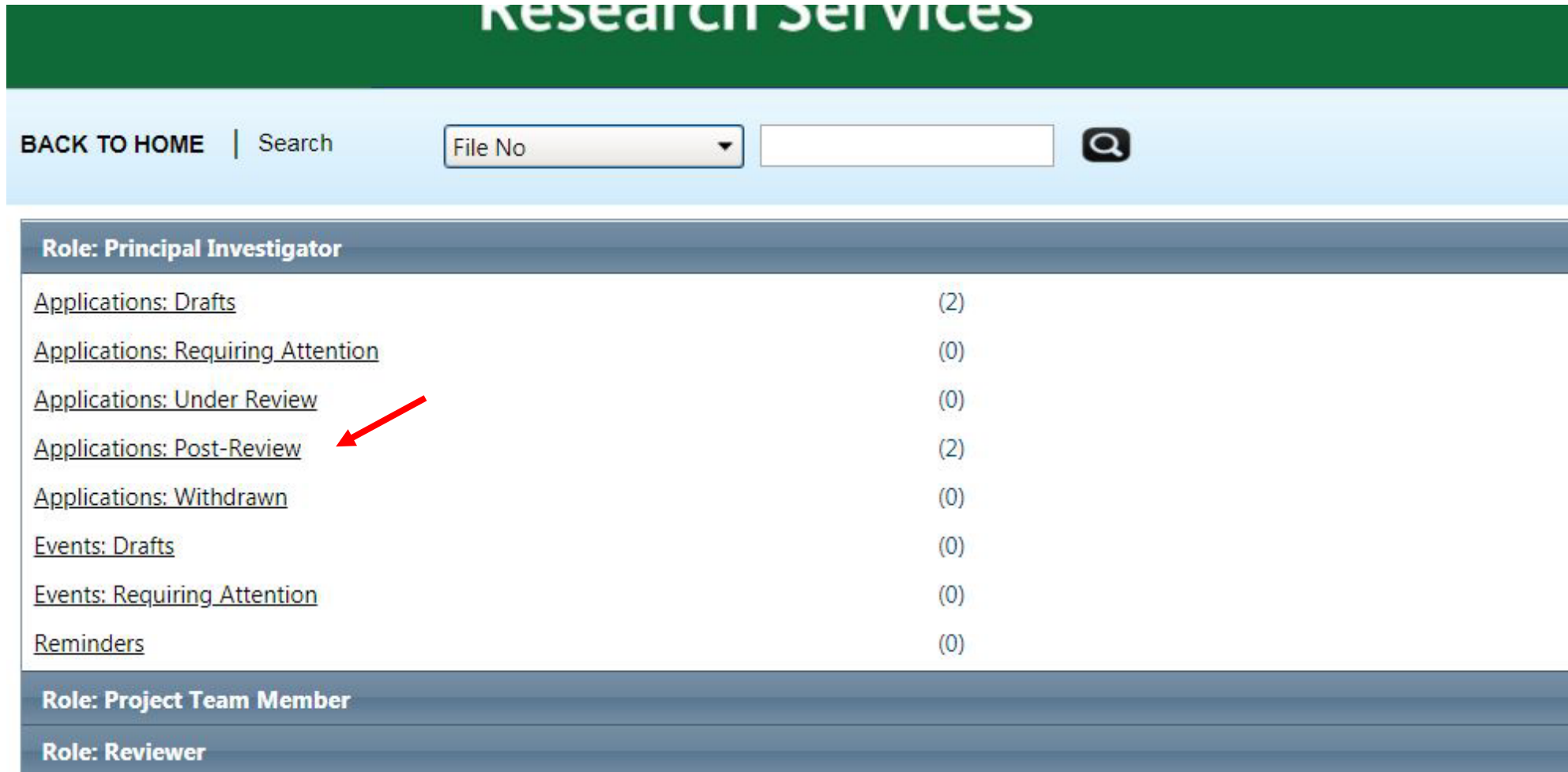


Human Research Ethics Application – Events


Getting Started

- An event in ROMEIO is an action on an application that has already been approved. For example, this could be an annual report, an amendment to an ethics application, or a request to change your ROSA application.
- To complete your application for an “Event” [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. Your approved applications will all be under “Applications: Post-Review”. Click on that.



Research Services

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Role: Principal Investigator


Applications: Drafts	(2)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(2)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)

Role: Project Team Member





Role: Reviewer

This will open up and give you a snapshot of all your applications. Find the one that you want to submit an event on and click “Events”

Research Services

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[Reset Filters](#) [Export To Excel](#)

	File No	Project Title	Principal Investigator
	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
View Clone Events Latest Workflow	100207	Why is chocolate so good?	Miss Hermione Granger (College of Arts - Humanities\Modern Languages)
View Clone Events Latest Workflow	100165 	Test	Miss Hermione Granger (College of Arts - Humanities\Modern Languages)

From here you will see a list of events that you can submit and some drop down menus of different actions on this particular application. You can click on the event form you wish to submit to open it up. Below that list, there are drop down menus for other events or current events on this application such as a previous amendment or a draft you began and saved.

Research Services of the **FRASER VALLEY**
RESEARCH, ENGAGEMENT AND GRADUATE STUDIES

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APPLY NEW | News | Useful Links

Create New Event

Event Form Name	Description
HREB Adverse Incident Report	Adverse Incident Report
HREB Annual Report for Longitudinal Research Project	Annual Report for Longitudinal Research Project
HREB Final Report	Final report to close a research protocol.
HREB Request for Amendment or Renewal to Research Project	

File No: 100165
Principal Investigator: Miss Hermione Granger
Project Title: Test

- Events: Drafts
- Events: Requiring Attention
- Events: Under Review
- Events: Post Review
- Reminders

This form works the same as the original application. Click on the main form name and complete each of the tabs. Any question marked with an asterisk is mandatory. If you try and submit without completing those questions you will get an error message. You can also upload any attachments if necessary (for example, an amended consent form or questionnaire).

Event: Annual Report File No: 100165 - Ref No : 7
PI : Granger Hermione(College of Arts - Humanities\Modern Languages)
Project Title : Test

Event Form: HREB Annual Report for Longitudinal Research

Save Close Print Export to Word Export to PDF Submit

Event Info * HREB Annual Report for Longitudinal Research Project Attachments Logs Errors

* Annual Report

Research projects can only be given ethics approval for one year. If the HREB was informed on the Request for Ethical Review form that the project would be longitudinal please use this form to report to the HREB the status of your project. If an extension is needed beyond what was approved in the original, please submit a Request for Amendment to Research event form **instead**.

1.1* Certificate expiry date.

1.2* Is this research project still active?

- Yes
 No

1.3* Has your research project changed since the last approval?

- Yes
 No

1.4 If yes, please explain. A Request for Amendment may be required.

Event: Annual Report File No: 100165 - Ref No : 7
PI : Granger Hermione(College of Arts - Humanities\Modern Languages)
Project Title : Test

Save Close Print Export to Word Export to PDF Submit

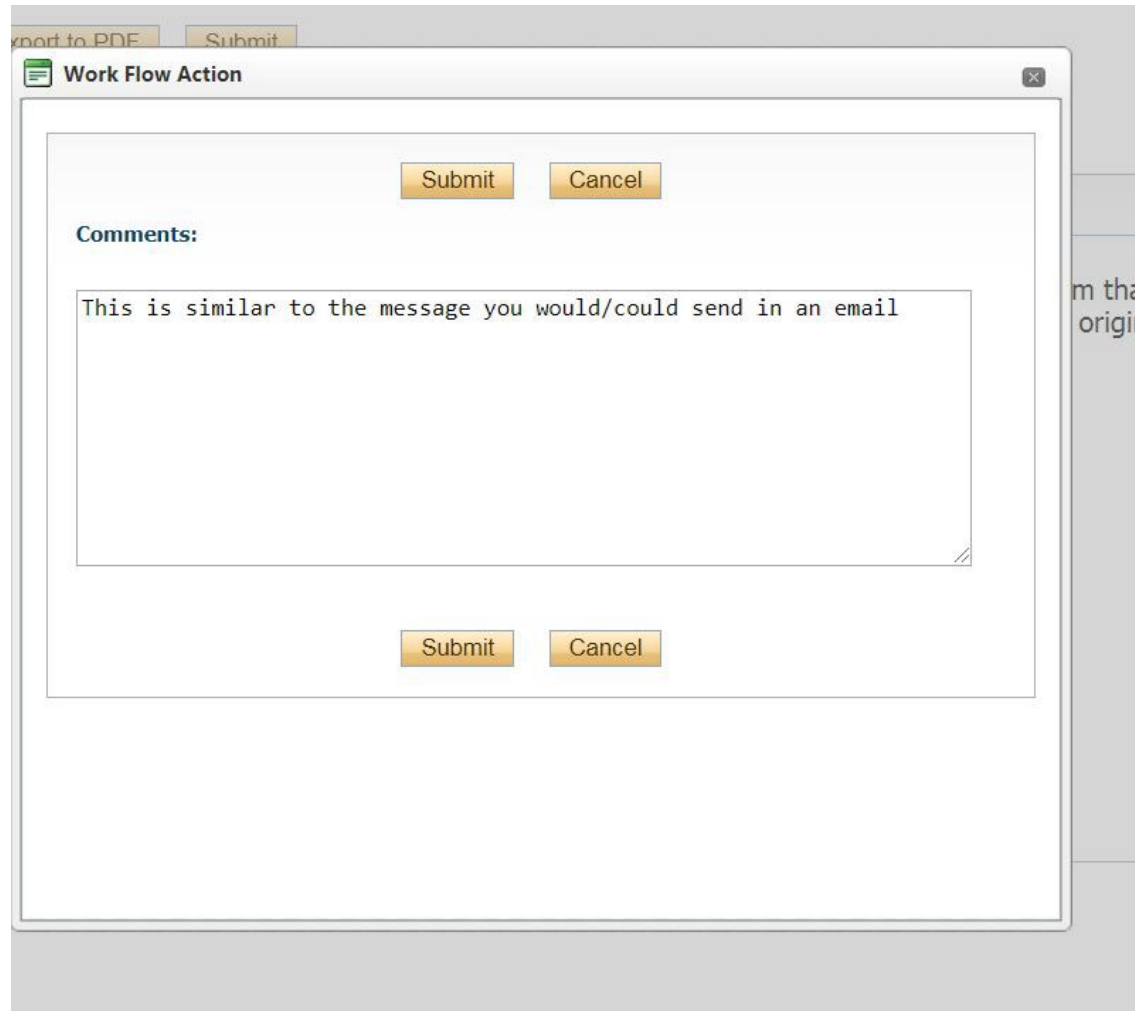
Event Info * HREB Annual Report for Longitudinal Research Project Attachments Logs Errors

HREB Annual Report for Longitudinal Research Project -> Annual Report:1.1 Certificate expiry date. is required.

HREB Annual Report for Longitudinal Research Project -> Annual Report:1.3 Has your research project changed since the last approval? is re

HREB Annual Report for Longitudinal Research Project -> Annual Report:1.2 Is this research project still active? is required.

Once you are finished, you may submit the application. You have to add a comment in order for it to completely submit.



The image shows a screenshot of a software interface. At the top, there are two buttons: "Export to PDF" and "Submit". Below them is a dialog box titled "Work Flow Action". Inside the dialog box, there are two "Submit" and "Cancel" buttons at the top. Below these is a section labeled "Comments:" followed by a text input area containing the text "This is similar to the message you would/could send in an email". At the bottom of the dialog box, there are two more "Submit" and "Cancel" buttons. To the right of the dialog box, there is a partially visible text label "m that" above "origina".

After you have submitted the event form, you will receive an email confirming your submission. The event will appear in the drop down “Events: Under Review” as the event will be sent to a committee for approval.

Create New Event

Event Form Name	Description
HREB Adverse Incident Report	Adverse Incident Report
HREB Annual Report for Longitudinal Research Project	Annual Report for Longitudinal Research Project
HREB Final Report	Final report to close a research protocol.
HREB Request for Amendment or Renewal to Research Project	

File No: 100165

Principal Investigator: Miss Hermione Granger
Project Title: Test

Events: Drafts				
Events: Requiring Attention				
Events: Under Review				
	Event No	Event Category	Event Submission Date	Event Status
View Event Latest Workflow	100165 - 1408	Annual Report (HREB Annual Report for Longitudinal Research Project)	2019/09/05	Submitted by Researcher
Events: Post Review				
Reminders				

Your event will NOT appear in the main page of your ROMEEO screen when you're working on it or after it's been submitted. You have to open up the application: post review to find the file and the event attached to it.




Role: Principal Investigator	
Applications: Drafts	(2)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(2)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)
Role: Project Team Member	
Role: Reviewer	

When you receive the email that the event has been approved, it will appear in the appropriate drop down **within** the file as noted on the previous page

File No: 100165

Principal Investigator: Miss Hermione Granger

Project Title: Test

Events: Drafts				
Events: Requiring Attention				
Events: Under Review				
Events: Post Review				
	Event No	Event Category	Event Submission Date	Event Status
View Event Latest Workflow	100165 - 1408	Annual Report (HREB Annual Report for Longitudinal Research Project)	2019/09/05	Active 
View Event Latest Workflow	100165 - 1275	New Approval Process (N/A)	2019/06/18	Submitted by Researcher

Reminders

If your event has been sent back for further revisions you can find it again under the Applications: Post Review, and then edit the event. The event will also come back in red in your Role snapshot.

Role: Principal Investigator	
Applications: Drafts	(15)
Applications: Requiring Attention*	(1)
Applications: Under Review	(2)
Applications: Post-Review	(2)
Applications: Withdrawn	(0)
Events: Drafts	(1)
Events: Requiring Attention*	(1)
Reminders*	(1)
Role: Project Team Member	

After you click edit on the event, you will find the events requiring attention drop down, and you can click on edit there (not view). If you click view event, nothing will be saved and this is clearly shown in red.

The screenshot displays a web application interface for event management. On the left, a sidebar contains several menu items: "Events: Drafts", "Events: Requiring Attention", "Events: Under Review", "Events: Post Review", and "Reminders". The "Events: Requiring Attention" section is expanded, showing a table with one event entry. The table has two columns: "Event No" and "Event No". The event number is "100157 - 3767". To the left of the table, there are three buttons: "View Event", "Edit", and "Latest Workflow". A red arrow points to the "Edit" button.

At the top right, the event details are displayed: "Event: Amendment and Renewal", "File No: 100157 - 3767", "PI : Test Yvette(Research, Engagement, and Graduate Studies)", and "Project Title : Do fruit flies have feelings?". Below this, there are four buttons: "Close", "Print", "Export to Word", and "Export to PDF".

The main content area shows the event details in "View mode". A red arrow points to the text "View mode. Changes cannot be saved." above the event details. The event details include a tabbed interface with "Event Info", "HREB Request for Amendment or Renewal (Extension) to Research Project", "Attachments", and "Logs". The "Event Info" tab is active, showing a "Note(s)" field and an "Approval Letter Generated?" field with the value "Not Yet Set".

Here you will make your edits, save, and re-submit.

Event: Amendment and Renewal File No: 100157 - 3767
PI : Fairweather Yvette(Research, Engagement, and Graduate Studies)
Project Title : Do fruit flies have feelings?

Save Close Print Export to Word Export to PDF Re-Submit



Event Info HREB Request for Amendment or Renewal (Extension) to Research Project Attachments Logs

Project Summary Information Participants and recruitment Research tools, methodology, and data. Consent forms, information sheets, surveys

Use this section to update the HREB on any changes to the project summary information.

Please complete this form to submit a request for a change to your original research ethics application. This will be reviewed at the next meeting.

If anything in the amendment changes the risk level substantially due to changes in participant population, methods, or procedures, you must discuss this with the research ethics board at their next meeting.

Any supporting documents that were changed as a result of this amendment (consent forms, information letters, etc.) must be submitted with the amendment.

1.1 Describe any updates to the research team.

Reminder that all team members are required to have completed the TCPS2 CORE tutorial.