

Getting Started...

St. Stephen's College Researchers

The following outlines the process for researchers (Faculty and students) from St. Stephen's College to obtain access to the online system and submit your ethics application to REB 3 (HREB - Health Panel). *Regardless of whether the methodology in your study appears to fit the criteria listed on the University's website, submitting to this REB will allow the study to flow through the required Department approval process.*

The following outlines the process for St. Stephen's College researchers to obtain access to the online system and submit your ethics application to **REB 3**.

Faculty Members (including Department Chairs and PD Committee Members):

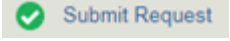
1. If you do not have a valid (active) University of Alberta CCID, contact the Director of Academic and Administrative Services at St. Stephen's College to request one.

Note that once your CCID is activated, ARISE will take a minimum of 48 hours to sync. If you receive a message saying your CCID does not exist in the database when you attempt to log into ARISE, then the sync process has not completed and you will need to wait longer to log into the system. Please contact reoffice@ualberta.ca if you are not able to log into ARISE after 5 business days.


2. Once you have your CCID, log into the online system and click




- to request a "Human Research - Principal Investigator/Co-investigator" role.
- a. Scroll down to the bottom and select the "Human Research - Principal Investigator/Co-investigator" role, then click *Continue* to move to the second page.
 - b. On the second page, answer the four questions. For #3.0, set the Department/Employer to "St. Stephen's College Department". Leave #4.0 blank.
 - c. Click *Continue* and you will exit the form.

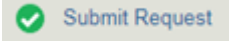
- d. Click  on the left, then click *OK* to complete the request. You will receive a message right away that the role has been granted. If not, see [Troubleshooting](#).

A help video detailing this process can be found [here](#).

3. To start your application, click the button  from your Dashboard.
 - a. In Section 1.1 (3.0), select “Health Research Ethics Board-Health Panel” (REB 3) (regardless of whether or not you do health research).
 - b. In Section 1.1 (5.0), list yourself as the local Principal Investigator.
 - c. In Section 1.1 (6.0), set the Type of research/study to “External Researcher”.
 - d. In Section 1.2 (1.0), choose St. Stephen’s College as the Department.
 - e. Leave Section 1.2 (2.0) blank.
4. When the application is complete, *Save* and *Exit* the application. Click *Submit Study* on the left when you are ready to submit your ethics application for review. The study will then route to the St. Stephen’s Department approver (= St. Stephen’s College Chair/Co-Chair) and if they approve, the application will then be forwarded to the REB for review.

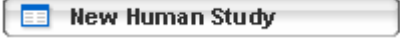
Student Researchers (ie. undergraduate and graduate students):

1. If you do not have a valid (active) University of Alberta CCID, contact the Director of Academic and Administrative Services at St. Stephen’s College to request one.
2. Your academic supervisor will also need to request a CCID and complete [#2 above](#) to request the role of “Human Research - Principal Investigator/Co-investigator”. For all student research conducted at St. Stephen’s College, your academic supervisor will be your Thesis Supervisor (MPS/MTS students) or PD Committee member (DMin students).
3. Once you have your CCID, log into the online system and click  to request a “Human Research - Principal Investigator/Co-investigator” role.
 - a. Scroll down to the bottom and select the “Human Research - Principal Investigator/Co-investigator” role, then click *Continue* to move to the second page.

- b. On the second page and answer the four questions.
 - #1.0, “Are you a student?” - select Yes.
 - #2.0, describe your role.
 - #3.0, set the Department/Employer to “Student”.
 - #4.0, leave blank.
- c. Click *Continue* and you will exit the form.
- d. Click  on the left, then click *OK* to complete the request. You will receive a message right away that the role has been granted. If not, see [Troubleshooting](#).

A help video detailing this process can be found [here](#).

Students cannot be the Principal Investigator of an application. Instead, the academic supervisor (either Thesis Supervisor [MPS/MTS] or PD Committee member [DMin]) must be listed as the Principal Investigator and the student will be listed as the Co-investigator of the application.

4. To start your application to REB 3, click the button  from your Dashboard.
 - a. In Section 1.1 (3.0), select “Health Research Ethics Board-Health Panel” (REB 3) (regardless of whether you are doing health research or not).
 - b. In Section 1.1 (5.0), list your Supervisor (either Thesis Supervisor [MPS/MTS] or PD Committee member [DMin]) as the Principal Investigator.
 - c. In Section 1.1 (9.0), list yourself as a Co-investigator.
 - d. In Section 1.1 (6.0), set the Type of research/study to "External Researcher".
 - e. In Section 1.2 (1.0), choose St. Stephen’s College as the Department.
 - f. Leave Section 1.2 (2.0) blank.
5. The Co-investigator (student) can complete the application. Click *Save* and *Exit* the application.
6. The Principal Investigator (Supervisor) will need to submit the study (click *Submit Study* on the left) to the REB the first time it is submitted; however, the Co-Investigator (student) can manage any requests for changes after the initial submission. The study will then route to the St. Stephen’s Department approver (= St. Stephen’s College Chair/Co-Chair) and if they approve, the application will then be forwarded to the REB for review.

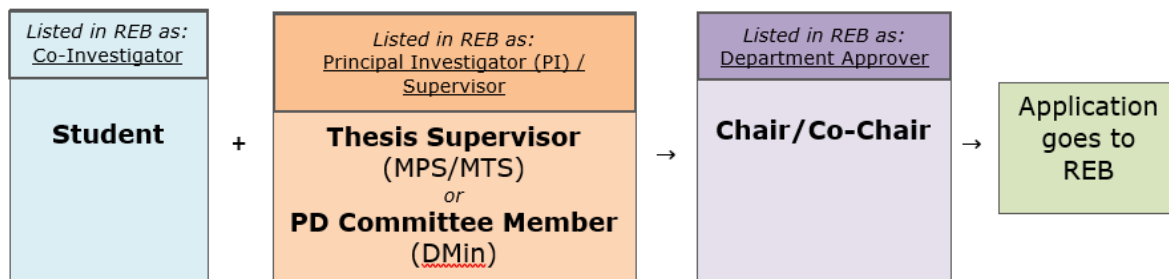
One-Over Approval at St. Stephen's College:

- In the event that an SSC Chair/Co-Chair is serving as the PI, the St. Stephen's College Dean will function as the "Department Approver".

Once Ethics Approval is Received:

- Student retains copy of approval and forwards a copy to the Department Administrator, their Supervisor, and to the Department Chair/Co-Chair
- The Department Administrator files the approval in the Student's file and notes the approval on Learning Works

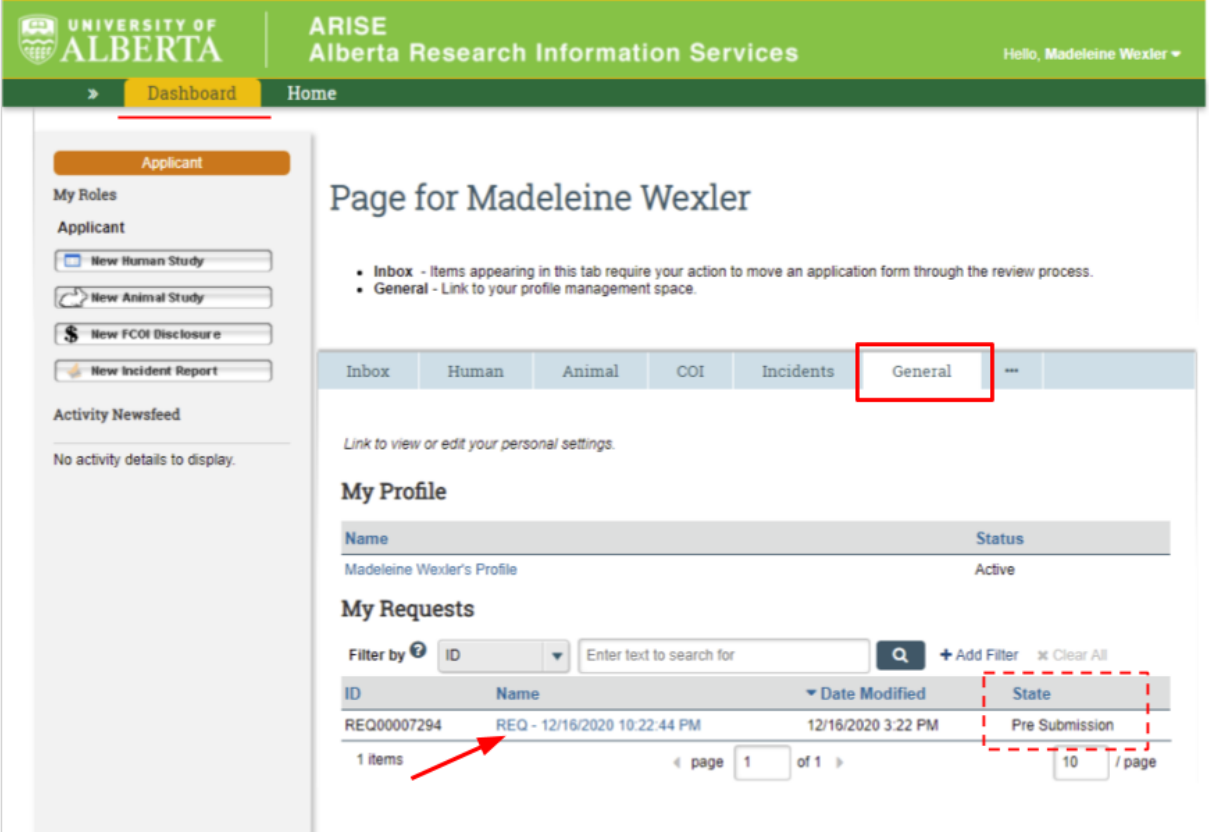
SSC Ethics Review Process:



Troubleshooting:

1. If you receive a "rejected" message when requesting a role, contact reoffice@ualberta.ca and include a screenshot of the error.
2. If you did not receive a granted message *and* you do not see the Request Additional Role button on your Dashboard, then it is likely you have not completed the request and it is in a "pre-submission" status. If this happens:

- a. Click on the General tab in your Dashboard.



UNIVERSITY OF ALBERTA | ARISE Alberta Research Information Services | Hello, Madeleine Wexler

Dashboard Home

Applicant

My Roles
 Applicant

- New Human Study
- New Animal Study
- New FCOI Disclosure
- New Incident Report

Activity Newsfeed
 No activity details to display.

Page for Madeleine Wexler

- Inbox** - Items appearing in this tab require your action to move an application form through the review process.
- General** - Link to your profile management space.

Inbox Human Animal COI Incidents **General** ...

[Link to view or edit your personal settings.](#)

My Profile

Name	Status
Madeleine Wexler's Profile	Active

My Requests

Filter by ID

ID	Name	Date Modified	State
REQ00007294	REQ - 12/16/2020 10:22:44 PM	12/16/2020 3:22 PM	Pre Submission

1 items

- b. Click on the role request that is in "pre-submission".
- c. Click *Edit Request* to finish the role request per the relevant instructions noted above ([#2 for Faculty](#) or [#3 for Students](#)).
- d. Submit the request.
- e. If needed, this [help video](#) will show you how to request an additional role.

If you have any difficulties with the processes outlined above, please contact the Research Ethics Office by email (reoffice@ualberta.ca) or call 780-492-0459.