Quick Reference Guide
Providing Ethics Certifications to the RSO

Did You Know . . .

- that the requirements for ethics certifications for all research projects at the University of Alberta flow from the Tri-Agency Agreement on the Administration of Agency Grants and Awards by Research Institutions (the "Agreement").
- that the Agreement stipulates that the University must "allow access to Grant funds only after the Institution's Research Ethics Board ("REB"), or an REB designated by the Institution, has approved the research project"?
  - Human and Animal approvals are managed by Research Ethics Office (REO); and
  - Biohazard approvals are managed by the Biosafety Officers in the Department of Environment, Health and Safety (EHS).
- that the Agreement further states that the University must "ensure that funds are available to the Recipient only while REB approval is maintained"?
- that the University has an established Research Policy on UAPPOL?

Detailed Instructions

Human & Animal Ethics Approval
1. Create a new protocol with the REO via REMO or identify which existing protocol(s) cover the project.
2. If you have an existing protocol, please use Change Funding in REMO to add project ID and funding source to your existing protocol(s).
   Change Funding instructions:
   a) Open the protocol study you wish to add new funding to;
   b) On the left side of the screen, locate "Change Funding" option under "My Activities";
   c) Open the screen to add RES project ID and sponsor to the protocol study;
   d) Scroll to the bottom of the screen and click OK;
   e) Changes made will be immediately logged into the approved study.
3. RSO project IDs (e.g., RESxxxxx) must be visible in REMO. If you do not know your project ID, please search your Researcher Home Page (login) or contact your faculty-assigned Research Facilitator.
4. Once approved, send an e-mail to your RSO contact citing your RSO Project ID and the relevant "PRO" and/or "AUP" number(s).
5. Under certain circumstances, a Release of Funds Agreement may be granted by REO. See their website for more information on the Release of Funds Agreement.
6. Contact the REO at reoffice@ualberta.ca with questions pertaining to human or animal ethics approval.

Biohazard Approval*
1. Fill out a new application form with the Biosafety Officers (or a subsidiary application form if you have an existing biohazard approval that is similar).
   Note: These forms are available via the EHS Hazard Management Unit website under the Other EHS Resources column ("New Grant" or "Subsidiary Grant").
2. Include a copy of your grant application or experimental plan for the project.
3. Submit the application package to biosafety@ualberta.ca. No further action is required. Letters of biohazard approval are automatically copied to RSO.
4. Email biosafety@ualberta.ca with any questions relating to biohazard approval.
*Please note that biohazard approvals are project-specific (e.g., this is not the biosafety registry that covers your lab).

External Ethics Approvals
The University of Alberta has formal ethics reciprocity agreement(s) in place with a number of external agencies. Please provide a "paper" copy of your external approval(s) to RSO.