

Quick Reference Guide

Providing Ethics Certifications to the RSO



Researcher Home Page Log-in (PeopleSoft):

https://www.prodps.ualberta.ca/psp/f_inprd/?cmd=logIn

Research Services Office (RSO) Website Links

RSO Website:

<http://www.rso.ualberta.ca>

Notice of Award

Home > Managing Research Funding > Award Set Up > Receiving Funding

Research Facilitators

Home > Contact RSO > Research Facilitation Offices

Researcher Home Page

Home > Researcher Home Page

Research Ethics Office (REO) Links

REO Website:

<http://www.reo.ualberta.ca>

Research Ethics & Management Online

<https://remo.ualberta.ca>

Department of Environment, Health & Safety Links

EHS Website

<https://www.ualberta.ca/environment-health-safety>

Hazard Management Unit

<https://www.ualberta.ca/environment-health-safety/hazard-management/what-are-my-hazards/biological>

Biosafety Officer Email

biosafety@ualberta.ca

Document Links

Tri-Agency:

✓ [Agreement on the Administration of Agency Grants and Awards by Research Institutions](#)

UAPPOL:

✓ [Research Policy](#)

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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 [Hazard Management Unit](#) at 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.*REO Video Tutorials:* [Human Ethics](#) and [Animal Ethics](#).
3. RSO project IDs (e.g., RESxxxxxx) 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.

Please remember to apply for or update your ethics approvals **as soon as possible** after receiving a [Notice of Award, Agreement or Amendment](#).

RSO cannot process your file prior to verifying approvals.

Please ensure that funding information (sponsor/ funding source and RSO Project ID) for each of your active projects is already listed in [REMO](#). **This will save time when an amendment is required for an existing project.**