

Quick Reference Guide

Providing Ethics Certifications to the RSO



Researcher Home Page Log-in (PeopleSoft):

<https://www.prodps.ualberta.ca/psp/finprd/?cmd=logon>

Research Services Office (RSO) Website Links

RSO Website:

www.ualberta.ca/research-services-office

Research Facilitators

Home > Contact RSO > Research Facilitation Offices

Researcher Home Page

Home > About > Resources > Researcher Home Page

Ethics Certifications

Home > Receive & Manage Funding > Activate Project Account > Certifications

Research Ethics Office (REO) Links

REO Website

<https://www.ualberta.ca/research/support/ethics-office>

ARISE (REMO) Online System

<https://arise.ualberta.ca/>

REO Email

reoffice@ualberta.ca

[Release of Funds](#) | [Video Tutorials](#)

Environment, Health & Safety Links

EHS Website

www.ualberta.ca/environment-health-safety

Hazard Management

www.ualberta.ca/environment-health-safety/hazard-management

What are my hazards?

www.ualberta.ca/environment-health-safety/hazard-management/what-are-my-hazards

Biosafety Officer Email

biosafety@ualberta.ca

[Forms & Documents](#)

Document Links

- ✓ Tri-Agency Agreement on the Administration of Agency Grants and Awards by Research Institutions

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 [Hazard Management](#) Biosafety Officers in the [Environment, Health and Safety](#) (EHS) Unit.
- Under certain circumstances, a [Release of Funds Agreement](#) may be granted by REO. **Important Note: In absence of a Release of Funds Agreement, expenses incurred prior to your ethics approval are considered ineligible.**

Detailed Instructions

Human & Animal Ethics Approval

1. Create a new protocol with REO via [ARISE \(REMO\)](#) or identify which existing protocol(s) cover the project.
2. If you have an existing protocol, please use Change Funding in **ARISE** 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. Contact the REO at reoffice@ualberta.ca with questions pertaining to human or animal ethics approval.

Biohazard Approval

Please note that biohazard approvals are *project-specific* (e.g., this is not the biosafety registry that covers your lab).

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).
 - These *Biohazard Approval Applications* are listed on the EHS website in the [Forms and Documents](#) page under "Biological hazards" (*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.

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 **ARISE**. **This will save time when an amendment is required for an existing project.**