Adding/Removing an Ethics Certificate (existing Post-Award)

Purpose: If you have an existing Post-Award project that requires ethics certificates, you must add any relevant ethics certificates, and attest that they are complete, prior to receiving full release of funds.

Note: Ethics certificates can be added to an active Post-Award Project at any time during the project's lifespan (e.g. A 3 year old Post-Award project that requires additional ethics certification.).

Audience: Principal Investigators and Co-Investigators

Adding an Ethics Certificate

Step 1:
Open to edit the post-award record that you need to add or remove ethics certificates. Navigate to the **Certifications** tab.

Step 2:
Under the **Applicable Certifications (IRISS)** heading, attest to each question about human and animal ethics.

- *'Yes'* means the project requires that type of certification (REB or ACC) and the certificates are ready to be attached. You cannot progress this record unless you attach the appropriate certificates.
- *'No'* means the project requires that type of certification however one or more of them may not be ready yet. You can progress this record and attach the appropriate certificates later.
- *'N/A – none required'* means this project has no requirement for ethics certifications.

Note: If needed, you can add comments about the ethics certifications plan or situation in the text field below the attestation questions.

Note: A project may qualify for Early Release of Funds, which allows access to a maximum of 50% of the total budget for certain start-up expenses prior to certificate(s) being approved. If the project qualifies for ERF, the PI has up to 6 months to obtain certification approvals and associate them in RMS.

Step 3:

To attach an IRISS certificate, click the plus icon below **Applicable Certifications (IRISS)**.

To search for a specific certification, type the name of the certificate or the name of PI who it belongs to in the search field, or to browse all available certificates, click the A-Z icon.
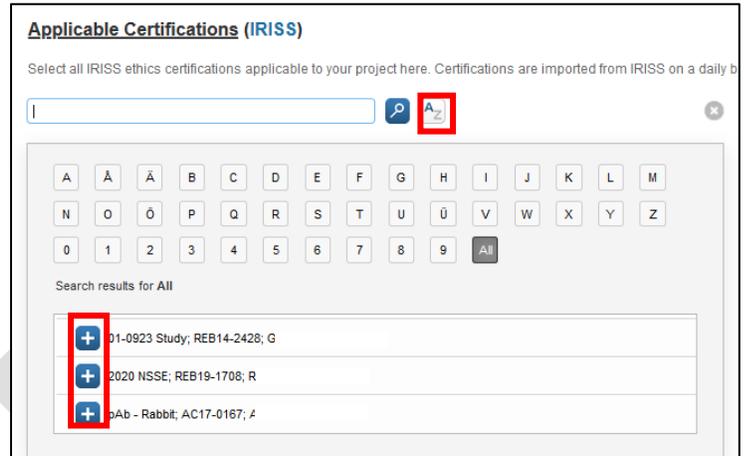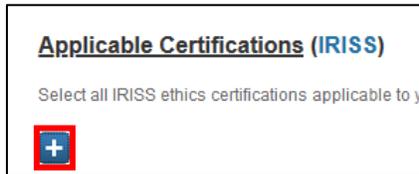
Step 4:

Click the blue plus icon beside the certificate(s) you want to attach to the project. You can attach multiple certificates this way.

Note: Certificates must be in IRISS before they will show up in RMS.

Note: The certificates chosen here need to reflect what the PI needs according the award/project. In order to access all funds for research purposes, certificates in IRISS must be identified (approved and active), and the questions above MUST be answered affirmatively or as not applicable.

Note: A researcher will only be able to see certificates attached to their name or where they have been listed as a Co-Investigator on other certificates.

Step 5:

To delete a certificate, click the trash can icon on the right side of the certificate.

Applicable Certifications (IRISS)

Select all IRISS ethics certifications applicable to your project here. Certifications are imported from IRISS on a daily basis.

Certification Type	Certificate #	Title	IRISS Status	Approval	Expiry		
REB	REB16-1147	3D bioprinting of liver tissue	Approved	21/06/2016	21/06/2018	✏	🗑

Step 6:

Choose the appropriate answer for the clinical trials question:

Does this research involve clinical trials? *
○ Yes   ● No

Step 7:
Under the **Biosafety Permits (Biologistix)** heading:

- Answer the biohazards question appropriately.

Does this research involve biohazards? *
○ Yes   ◉ No

- Ensure the correct permit holder for this project is listed. If the correct permit holder is not listed here, delete the name by clicking the trash can icon. Then use the plus icon to add the correct permit holder.

Certificate Holder	Permit Number	Status	Permit Expiry Date	
Smith, Michael				✉ 🗑

- Answer the AHS question.

Are you conducting research on Alberta Health Services property? * ❓
◉ Yes   ○ No

Step 8:
If you still need to add more information or ethics certificates, click **Save** and then **Cancel** to save and exit the record without changing the status.

If you do not need to add any further information and your project is ready to change the status, click **Save & Progress**.

Cancel	Save	Save & Progress

Step 9:
Set the status and then click **Save & set status**.