



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.

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. Choosing ‘No’ also means the project may qualify for Early Release of Funds (ERF). It will not qualify for Full Release of Funds (FRF) until all certificates are attached and the questions are answered affirmatively.
- ‘N/A – none required’ means this project has no requirement for ethics certifications.

Applicable Certifications (IRISS)

Select all IRISS ethics certifications applicable to your project here. Certification

+

All REB (human ethics) certifications identified for this project? *

By selecting "Yes", the PI/Supervisor attests that the REB certification(s) identify the project.

Yes No NA - none required

All ACC (animal care) certifications identified for this project? *

By selecting "Yes", the PI/Supervisor attests that the ACC certification(s) identify the project.

Yes No NA - none required

Additional information, notes, or instructions for certifications

If you need to provide further information regarding your ethics certification plan

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

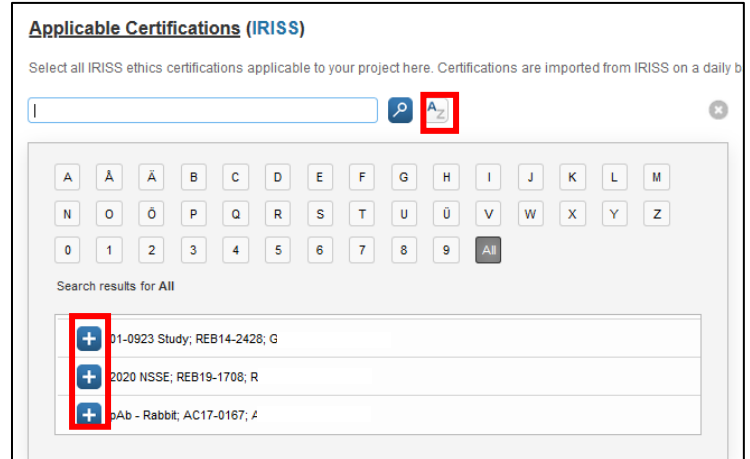
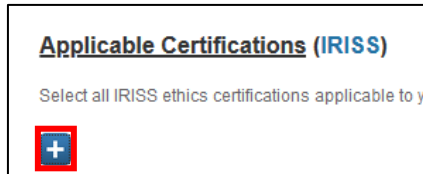
Note: A project may qualify for Early Release of Funds, which allows access to a maximum of 50% of the total budget for certain start-up expenses prior to certificate(s) being approved. If the project qualifies for ERF, the PI has up to 6 months to obtain certification approvals and associate them in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

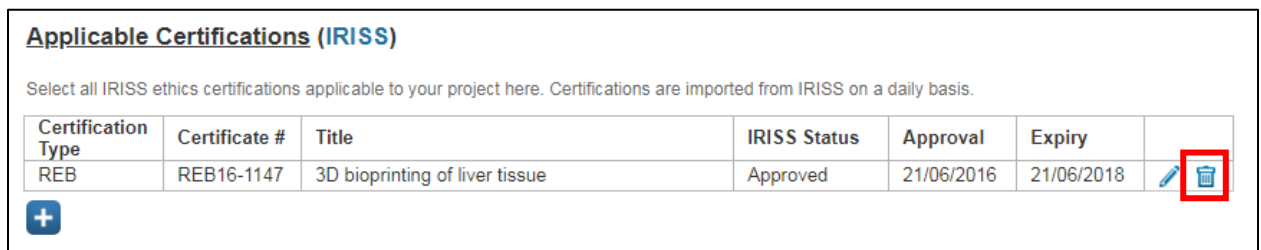
Note: Certificates must be in IRISS before they will show up in RMS.

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. Co-Investigators are unable to add their ethics certificates.

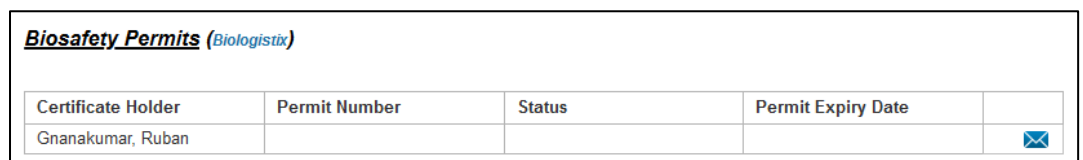
Step 5:

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



Step 6:

Under the **Biosafety Permits (Biologistix)** heading, ensure the correct permit holder for this project is listed. Only RSO can adjust this. If the correct permit holder is not listed here, you must contact RSO and provide them with the correct person so it can be changed.





Step 7:

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**.



Step 8:

Set the status and then click **Save & set status**.
