

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

Quick Reference Guide

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Purpose:

After you receive a Notice of Decision for your grant application, you will need to add some information in order to set up a Post-Award Project.

This may include ethics certificates for your proposed research.

Audience:

Principal Investigators, Co-Investigators

Note: Ethics certificates can only be added by the researcher (or by RSO). Certificates cannot be added to a record by a Team Member, Designate, or Co-I.

Step 1:

Once Research Services (RSO) has processed your Notice of Award and initiated a Post-Award Project in RMS, it will appear on your dashboard as a task in Things to do. Click on the Project title.

1 Post-Award/Projects requiring my input (for setup)

RMS18-18691788: A Subgroup Analysis of Penetrating Injuries to the Pancreas; McCree, Jesse - Surgery Last edited by SYSTEM on 11/04/2018 at 1:48 PM

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) iden project. O Yes O No NA - none required All ACC (animal care) certifications identified for this project? * By selecting "Yes", the PVSupervisor attests that the ACC certification(s) identi project. Yes 🔿 No NA - none required Additional information, notes, or instructions for certifications If you need to provide further information regarding your ethics certification pla

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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.

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 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.

Applicable Certifications (IRISS)	Applicable Certifications (IRISS) Select all IRISS ethics certifications applicable to your project here. Certifications are imported from IRISS on a daily
Select all IRISS ethics certifications applicable to y	
Ŧ	A A A B C D E F G H I J K L M N O Ô P Q R S T U Ú V W X Y Z 0 1 2 3 4 5 6 7 8 9 A
Step 4:	Search results for All
Click the blue plus icon beside the certificate(s) you want	01-0923 Study; REB14-2428; G
to attach to the project.	+ 2020 NSSE; REB19-1708; R
	pAb - Rabbit; AC17-0167; A

An added certificate looks like this:

Applicable (Certification	<u>s</u> (IRISS)					
Select all IRISS e	thics certifications	applicable to your project here. Certifications are impo	rted 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	î	Ē
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Step 5:

If needed, you can remove ethics certificates. To delete a certificate, click the trash can icon on the right side of the certificate.

Applicable (cable Certifications (IRISS)						
Select all IRISS e	thics certifications	applicable to your project here. Certification	s are imported from IRISS on a	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	Î	Î
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Step 6:

If you do not need to add any further information to your project, click Save & Progress to submit to Research Services.



Your certificates will be reviewed as part of the Post-Award Project approval process.

Step 7:

Select the status For Review by Research Services.

Step 8:

Submit your project by clicking Save & Set Status.

Pending Pl info	rmation (for setup)
Pl information requi	ired for Research
Services to setup th	he post-award.
For review by F	Research Services
Assigned to a Gran	ts Officer for review.
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