



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

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:

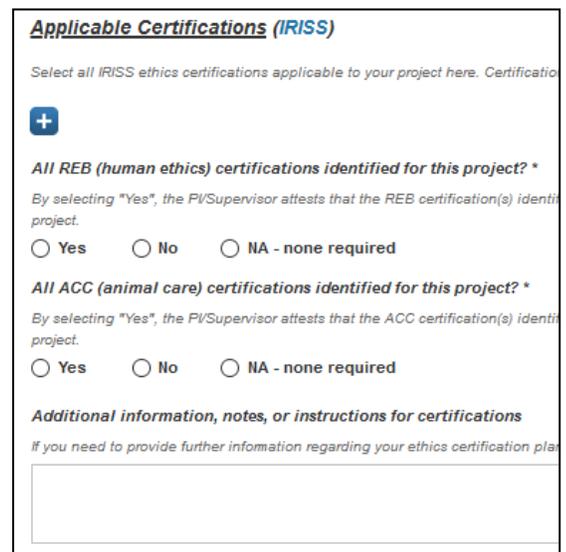
Once Research Services (RSO) has processed your Notice of Award and initiated a Post-Award Project in RMS, it will appear on your dashboard as a task in Things to do. Click on the Project title.



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.





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.

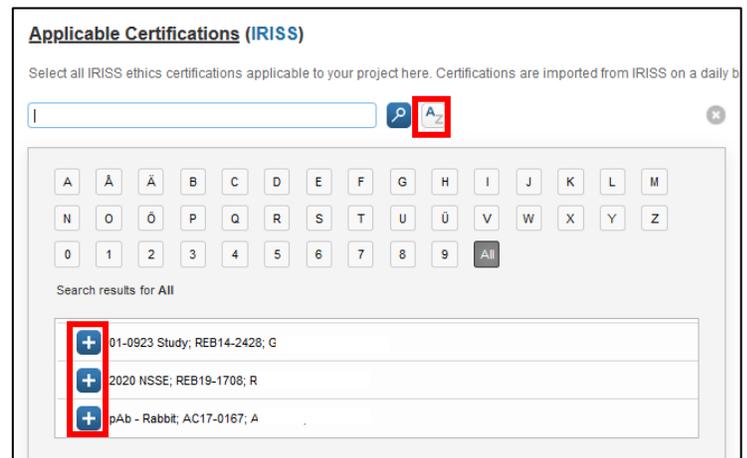
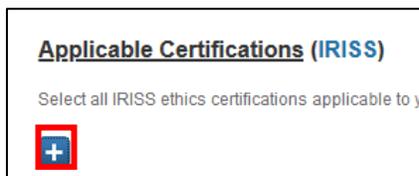
Note: The certificates chosen here need to reflect what the PI needs according the award/project. In order to access all funds for research purposes, certificates in IRISS must be identified (approved and active), and the questions above MUST be answered affirmatively or as not applicable.

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 certifications, click the A-Z icon.



Step 4:

Click the blue plus icon beside the certificate(s) you want to attach to the project.

An added certificate looks like this:

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 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 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:

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**.

Set status

Pending PI information (for setup)
PI information required for Research Services to setup the post-award.

For review by Research Services
Assigned to a Grants Officer for review.