



Updating Ethics Certificates and Attestations

Purpose: Updating ethics/attestations after a project has been initiated depends on the course of the research project – the PI is relied on to keep RMS up-to-date with any new ethics requirements beyond those initially identified for ERF/FRF at time of project setup.

Post-Award Projects may need to have additional ethics certificates added, removed or updated. Attestations may also be updated and changed. These updates can be done at any point during the Post-Award Project process.

Audience: Principal Investigators, Co-Investigators, RSO, Ethics Officers

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

Step 1:
Navigate to the Post-Award Project you want to update.

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 ERF. It will not qualify for 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, please provide it here.

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. In order to access all funds for research

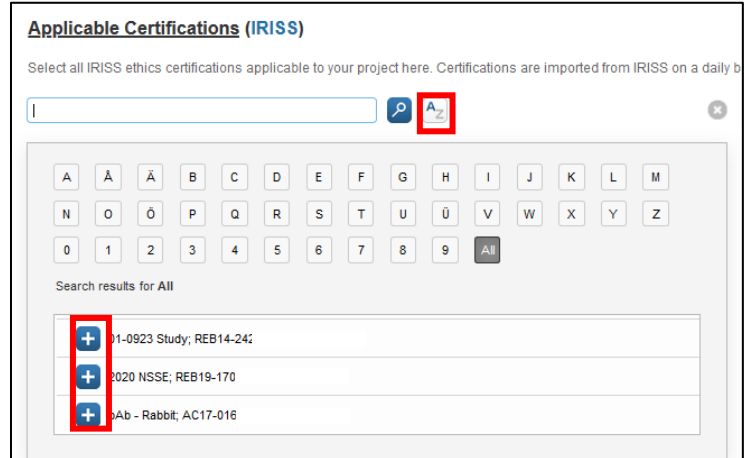
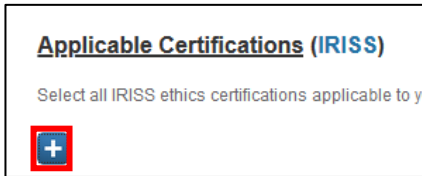


purposes, certificates in IRISS must be identified (approved and active), and the questions above MUST be answered affirmatively or as not applicable.

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.



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

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

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 4:

If you need to remove or replace your ethics certificate, click the delete icon (trash can) to remove it.



Step 5:

When you are finished making your changes, click the **Save** button to apply the update to the Post-Award Project.

