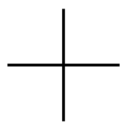


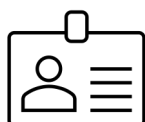


How to Create and Submit a New Ethics Application

QUICK STEPS



- From the Manage Protocols window select **+ New Protocol**.
- Select **Humans**.
- Two screening questions appear – respond **YES** or **NO** accordingly.



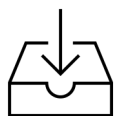
On completing the 2 questions, the following fields will appear:

- **Principal Investigator (type your name).**
Graduate Students must list their Faculty Supervisor as the PI and would need to add themselves as a Student Lead (for details watch video "Creating Application as a Graduate Student").
- **Department (from drop down list choose your department, school).**
- **Title (type the title of your application).**

Click the **Next** button and the next screen appears.



- Indicate the Type of Submission you are completing
 - **New Application, Course Application or Request for Exemption**
- Next, indicate type of study (**Behavioral or Clinical**) and answer the question following it.
- Clicking **Next** will create a record and an ethics application number will be assigned next to your study title. At this point the full application will open.
- Complete each section in the application. A **check mark** will appear on the left of your screen, next to each section as you complete it.



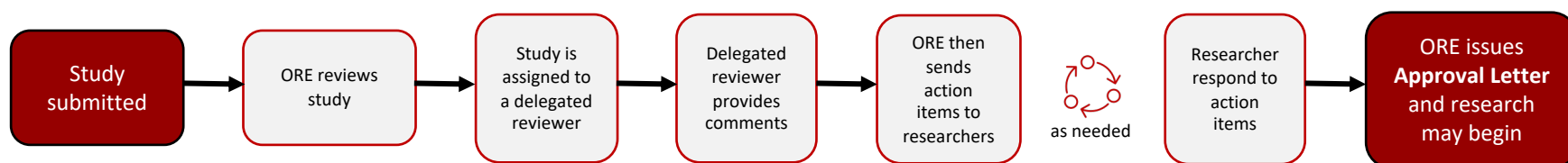
On completion of the application:

- As a PI/Faculty Supervisor, click **Submit** button on the right-hand side and the application is submitted to ORE for review.
- As Graduate Students and other team members, click **Notify PI to Submit** – an email will be sent to the PI to review and submit the application.
- The status will change to **Submitted for Review** on the status bar.

Applications will be screened for completeness. Incomplete applications will be Returned to Researcher with action items to address. Complete applications will be reviewed. If revisions are required, the application will be returned with Revisions Required with action items denoting the revisions.

APPROVAL PROCESS

For a typical minimal risk study...



Check out our other quick guides



New Application



Amendments



Change of PI



Annual Renewal



Close Request



Unanticipated Problem