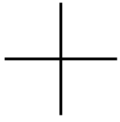


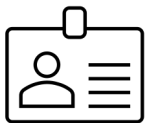


How to Create and Submit a New Ethics Application as a Graduate Student

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 the name of your Faculty Supervisor).
- **Department** (from drop down list choose their department, school).
- **Title** (type the title of the 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.



- Go to the Personnel Section – click the **Add line button** and as graduate student add your name to the application and choose **“Student Lead”** for the **Research Role**.
- Choose the **Full Access** box in the **Permission** option. Scroll down the dialog box and press **Done**.
- Complete the application. A check mark will appear on the left-hand side as you complete each section.

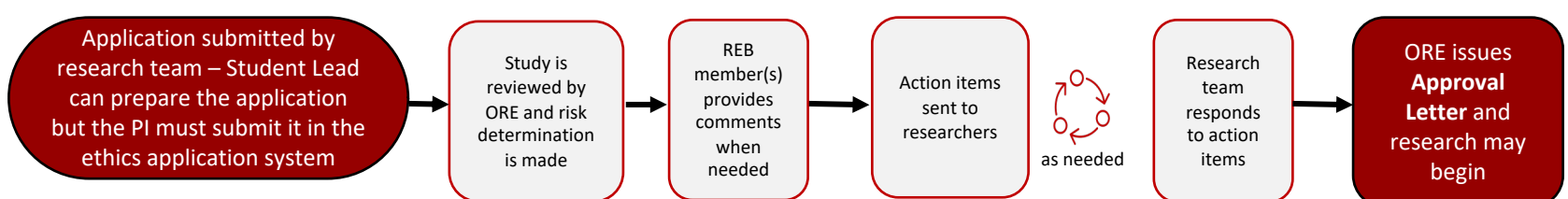
*Please ensure that the PI listed has Permission as **Full Access**.*



- Click **Notify PI to Submit** – a pop up window will appear with a message:
“Are you sure that you want to notify the PI that the protocol is ready for them to submit?”
- Select **Send** and a message **“Notification sent”** will appear. *At this point an email notification will be sent to the PI.*
- On the status bar, the status will change to **In progress**.
- To confirm that the notification has been sent – click on the **Activity Log**.

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