SFU

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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).**
- **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.
- 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…

Application submitted by research team – Student Lead can prepare the application but the PI must submit it in the ethics application system → Study is reviewed by ORE and risk determination is made → REB member(s) provides comments when needed → Action items sent to researchers ⟲ as needed ⟲ Research team responds to action items → ORE issues **Approval Letter** and research may begin

Check out our other quick guides

New Application | Amendments | Change of PI | Annual Renewal | Close Request | Unanticipated Problem