

Queen's ROMEO e-System

Applying for Human Ethics Certification

Health Sciences and General Ethics Research Boards (HSREB & GREB)

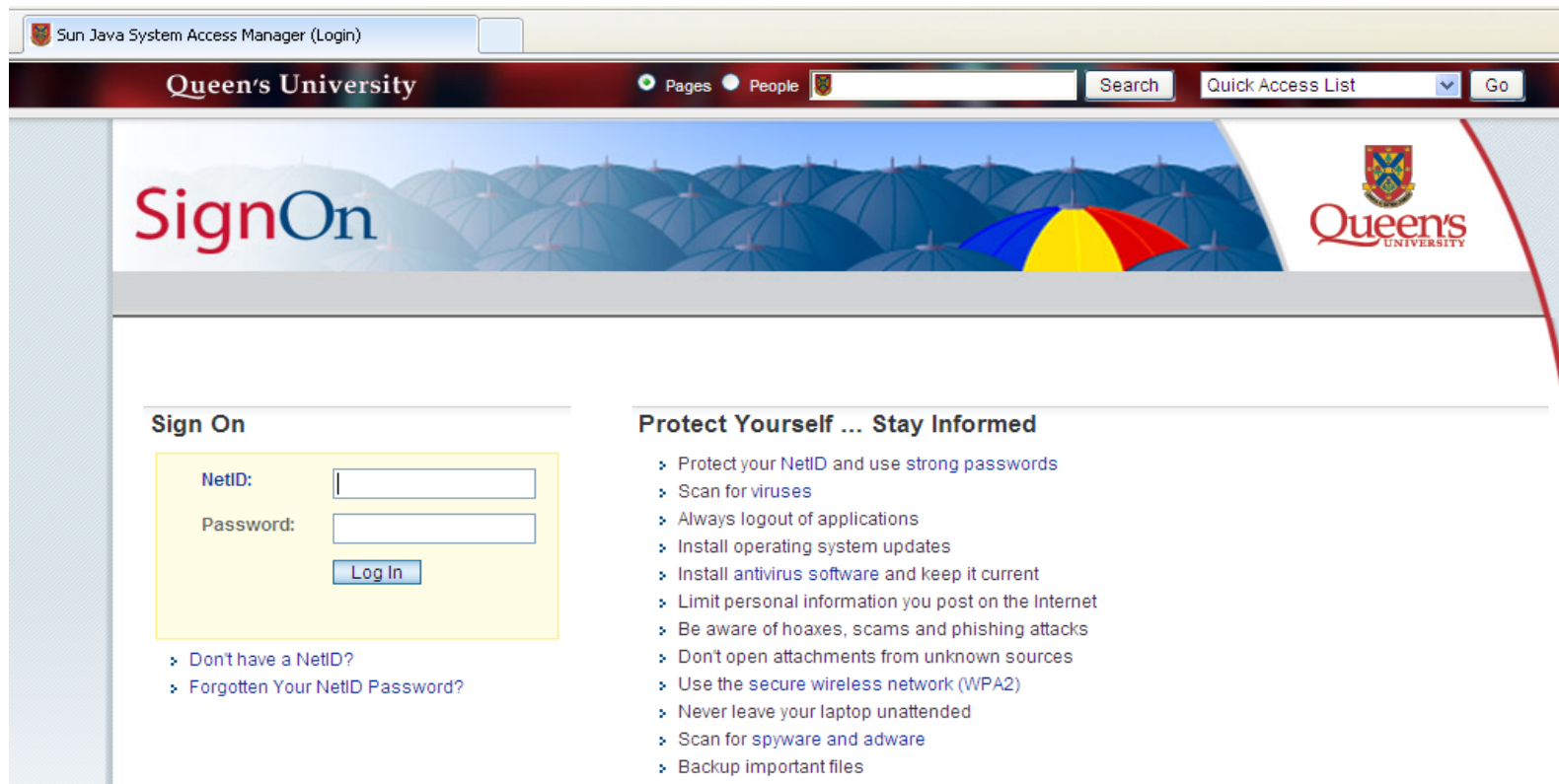
Research Coordinator's User Manual

January 2013

Accessing the Researcher's Portal

The Researcher's Portal is available through the Single SignOn at the following URL:
https://eservices.queensu.ca/romeo_researcher/ or through the Office of Research Services website:

<http://www.queensu.ca/ors/researchethics/queensethicsromeo/registrationlogin.html>



The screenshot shows a web browser window displaying the Queen's University Single SignOn portal. The browser's address bar shows "Sun Java System Access Manager (Login)". The page header includes the Queen's University logo, navigation links for "Pages" and "People", a search bar, and a "Quick Access List" dropdown. The main banner features the "SignOn" logo and a graphic of blue umbrellas with one yellow and red umbrella. Below the banner, the "Sign On" section contains a login form with fields for "NetID:" and "Password:", a "Log In" button, and links for "Don't have a NetID?" and "Forgotten Your NetID Password?". To the right, the "Protect Yourself ... Stay Informed" section lists ten security tips.

Sun Java System Access Manager (Login)

Queen's University

Pages People

Search Quick Access List Go

SignOn

Queen's UNIVERSITY

Sign On

NetID:


Password:

Log In

Don't have a NetID?
Forgotten Your NetID Password?

Protect Yourself ... Stay Informed

- Protect your NetID and use strong passwords
- Scan for viruses
- Always logout of applications
- Install operating system updates
- Install antivirus software and keep it current
- Limit personal information you post on the Internet
- Be aware of hoaxes, scams and phishing attacks
- Don't open attachments from unknown sources
- Use the secure wireless network (WPA2)
- Never leave your laptop unattended
- Scan for spyware and adware
- Backup important files

- 
- Queen's faculty and staff should use their regular Queen's NetID and strong* password to log into the Researcher's Portal through the [Single SignOn](#).
 - Queen's students and external users, trying to log in for the **first time**, will need to complete the [Self Registration Form](#) before they can access the Researcher's Portal. Once you have registered, you will receive an automatic email with instructions on setting up your own password. From then on, you will access the Researcher's Portal through the [Post-Registration Login Site](#).
 - For more details regarding access to ROMEO Ethics, please visit the ORS website: <http://www.queensu.ca/ors/researchethics/queensethicsromeo/registrationlogin.html>
 - All users should know how to safeguard their electronics (computers, smartphones, etc.) and be familiar with the Queen's University [Computer User Code of Ethics](#) as well as the [Freedom of Information and Protection of Privacy Act](#) (FIPPA) at Queen's.

**Information regarding managing your [Queen's NetID](#) and the [strong password](#) is available on the ITS website.*

Researcher's Home Page

You are now in the Researcher's Home Page! To access the GREB and HSREB application forms, click on "APPLY NEW"

Tools for TRAQ Research at Queen's

Queen's UNIVERSITY

[APPLY NEW](#) | [News](#) | [Useful Links](#)

Role: Principal Investigator	
Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Project Team Member	
Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

Researchers should visit the "Useful Links" section every now and then for helpful tips and hints!

Select Proper Ethics Form



[APPLY NEW](#) | [News](#) | [Useful Links](#) | [Settings](#)

New Application Forms

Any research project involving human participants, **whether funded or not**, must receive ethics approval of one of the Ethics Boards prior to the start of the project.

- Non-Health Sciences (Social Sciences) submit to the General Research Ethics Board (GREB)
- Health Sciences and affiliated teaching hospitals submit to Health Sciences Research Ethics Board (HSREB)

GREB

Application Name	Description	Status
GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences)	New updated form - November 2012	Open

HSREB

Application Name	Description	Status
HEALTH SCIENCES RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE	HSREB form - updated November 2012	Open
Health Sciences Research Ethics Board Short Form for Critical Enquiry, Chart reviews, Questionnaires, Surveys	To be used for: chart review, critical enquiry etc.	Open

Project Info Tab

Powered by **Process Pathways** Welcome: Researcher at Queen's

Application Ref No: 1096 **Application Form:** GREB APPLICATION FORM for ETHICS CLEARANCE

*** Project Info.** *** GREB APPLICATION FORM for ETHICS CLEARANCE**

Project Title*:

Start Date:

End Date:

Keywords:

Enter project title, start and end date, as well as any keywords which describe your project. Keywords can be selected from the drop down menu or typed directly into the text box.

Related Awards

If you are a student, please ignore this section and continue to the next tab.
If you are a non-student (e.g faculty, staff) and have applied for, or have been awarded, research funding, click '**Search**' to locate and attach the related research funding. If the related research funding is not found please ignore this section and continue to the next tab.

Award #	Title	Award Status	PI Last Name	PI First Name	Sposnors Summary	Notes
No records to display.						

Ready

P.I. Role versus Project Team Member Role

- At this point, the applicant (person completing application on behalf of the P.I.) will automatically be designated as P.I. on the application.
- The role of the applicant from P.I. to Project Team Member will need to be modified to ensure the application will follow the proper process. This can be done at any point during the completion of the form.
- As long as the applicant remains P.I. the application will continue to be accessible from the Researcher's home page under "Role: Principal Investigator".



Role : Principal Investigator

<u>Applications (Saved - Not Submitted)</u>	(1)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Project Team Member

Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

Project Team Info Tab

- Project Team Info tab is automatically filled out with applicant's info. To change the role of P.I. over to another researcher, click on "Change PI". **Important: DO NOT change P.I.'s "Last Name" and "First Name" manually – always use "Change PI" feature.**

* Project Info. **Project Team Info.** * GREB APPLICATION FORM for ETHICS CLEARANCE Attachments Logs Errors

Principal Investigator Info.

Change PI

Prefix: Last Name*: First Name*:

Affiliation*:

Rank: Gender: Institution:

Phone 1: Phone 2:

Email*: Fax:

Primary Address: Alternate Address:

Preferred Address: ☒ Primary Address ☐ Alternate Address Country:

Comments:

Transferring P.I. Role to Another Researcher

- Once you click “Change PI”, you can search the Investigator List for the name of the person to be assigned as P.I. The list can be searched in a variety of ways, i.e. type the last name of the person in the “Last Name” field, use the filter beside it to select a search criteria such as “EqualTo” or “Contains”.

Investigator List

Close

Start With

Last Name:

First Name:

Search Reset

Options Last Name

Researcher

No records to display.

Close

Contains

DoesNotContain

StartsWith

EndsWith

EqualTo

NotEqualTo

GreaterThan

LessThan

GreaterThanOrEqualTo

LessThanOrEqualTo

Between

NotBetween

IsEmpty

NotIsEmpty

IsNull

NotIsNull

Primary Affiliation

Transferring P.I. Role to Another Researcher

- Once you've identified your P.I. – click on “select”.

The screenshot shows a web application interface for the HONOR APPLICATION FORM for ETHICS CLEARANCE. The main form is titled "Principal Investigator Info." and contains fields for Profile (Mr.), Last Name* (Coordinator), First Name* (Research), Affiliation* (Faculty of Health Sciences), Rank (Professor), Gender (Male), Phone 1 (123456), and Email* (research@queensu.ca). A pop-up window titled "Investigator List" is overlaid on the form, displaying a table with columns: Options, Last Name, First Name, and Department. The table contains one row with the following data: Options (select), Last Name (at Queen's), First Name (Researcher), and Department (Researcher). The "select" button in the Options column is circled in red.

Options	Last Name	First Name	Department
select	at Queen's	Researcher	Researcher

- If you are unable to identify the person you are looking for from the investigators list, please email the TRAQ Helpdesk (traq@queensu.ca). Your email should include the person's full name, title, business address and email address. You will be notified as soon as the person has been added to the investigators list and will then be able to transfer the P.I. role over to them.

- Project Team Info will automatically be updated with P.I.'s information.
- At this point, you will also notice that the "Submit" button, previously located at the top of the form, has disappeared.
- **Important:** the next step is to add yourself to the application as a team member. This must be done before you close the application. Failing to do so will result in you losing access to the application.

Application Ref No: 1153 Project Title: Clinical Trial test: application Project Work Flow State: Pre Submission Application Form: HSREB APPLICATION FORM for ETHICS CLEARANCE

Save Close Print Export to Word ?

Project Info. Project Team Info. * HSREB APPLICATION FORM for ETHICS CLEARANCE Attachments Logs Errors

Principal Investigator Info.

Retrieve Info

Prefix: Dr. Last Name*: at Queen's First Name*: Researcher

Affiliation*: Faculty of Health Sciences/Urology

Rank: Assistant Professor Gender: Male Institution: Queens University

Phone 1: 77433 Phone 2: Email*: researcher.atqueens@queensu.ca Fax: Primary Address: Fleming Hall/Jennett Wing Alternate Address: Preferred Address: ☒ Primary Address ☐ Alternate Address Country: Canada

Adding Team Members

- Scroll down to “Other Project Member Info” on the Project Team Info tab - click “Add New” > “Add/Edit” and repeat the search process, this time assigning yourself to the team and selecting your role in the study from the drop down menu under “Role In Project” data field.

Other Project Member Info:

Add New

Last Name	First Name	Role In Project
No records to display.		

Ready

- Applicants may add as many team members as required by clicking “Add New”, team member information can be edited or deleted as required. Again, please contact the TRAQ Helpdesk by email if you are unable to locate the team member in the investigators list.

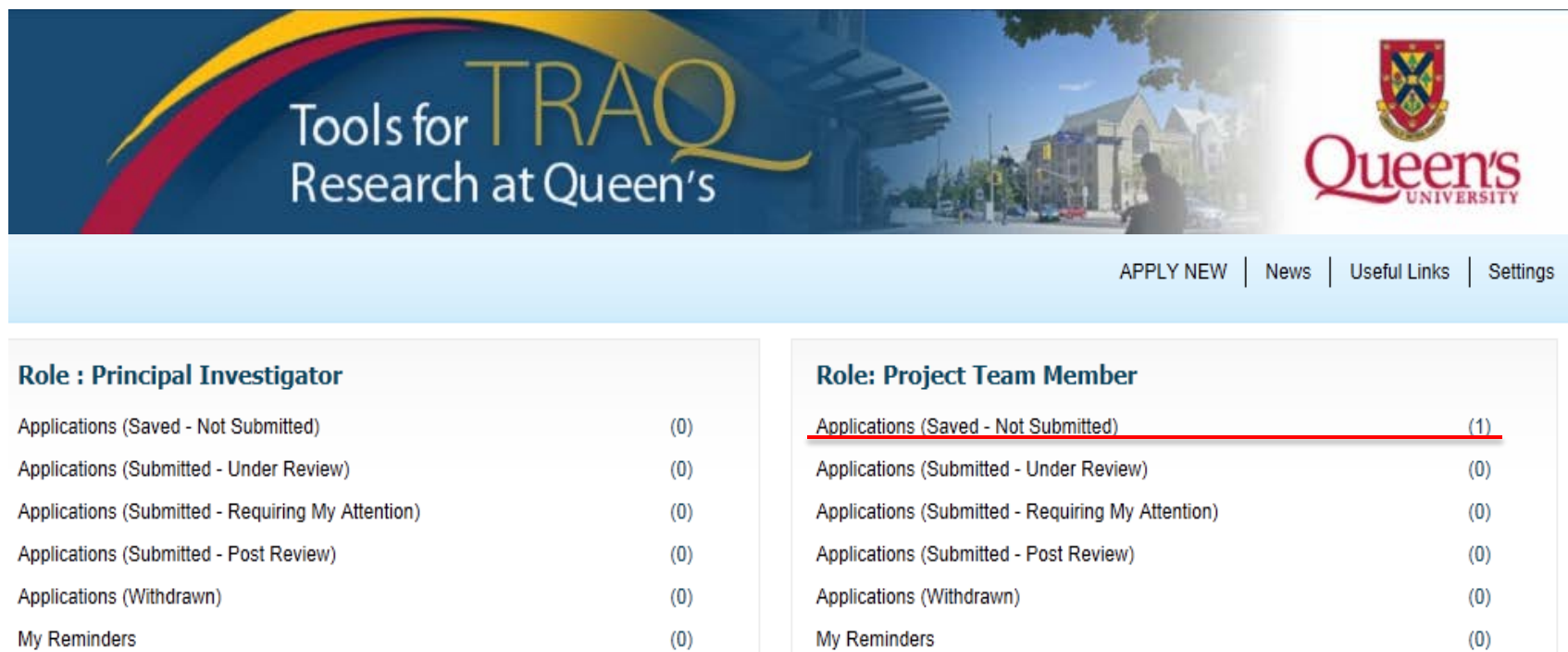
Other Project Member Info:

Add New

		Last Name	First Name	Role In Project
Edit	Delete	Coordinator	Research	Research Coordinator
Edit	Delete	Smith	John	Co-Investigator

P.I. Role versus Project Team Member Role

- Once the change has been made on the “Project Team Info” tab, the application will be accessible to the Research Coordinator and to the other team members from the Researcher’s Home Page under “Role: Project Team Member”.
- The P.I. is the only person who can submit the application once it has been completed by the Research Coordinator.




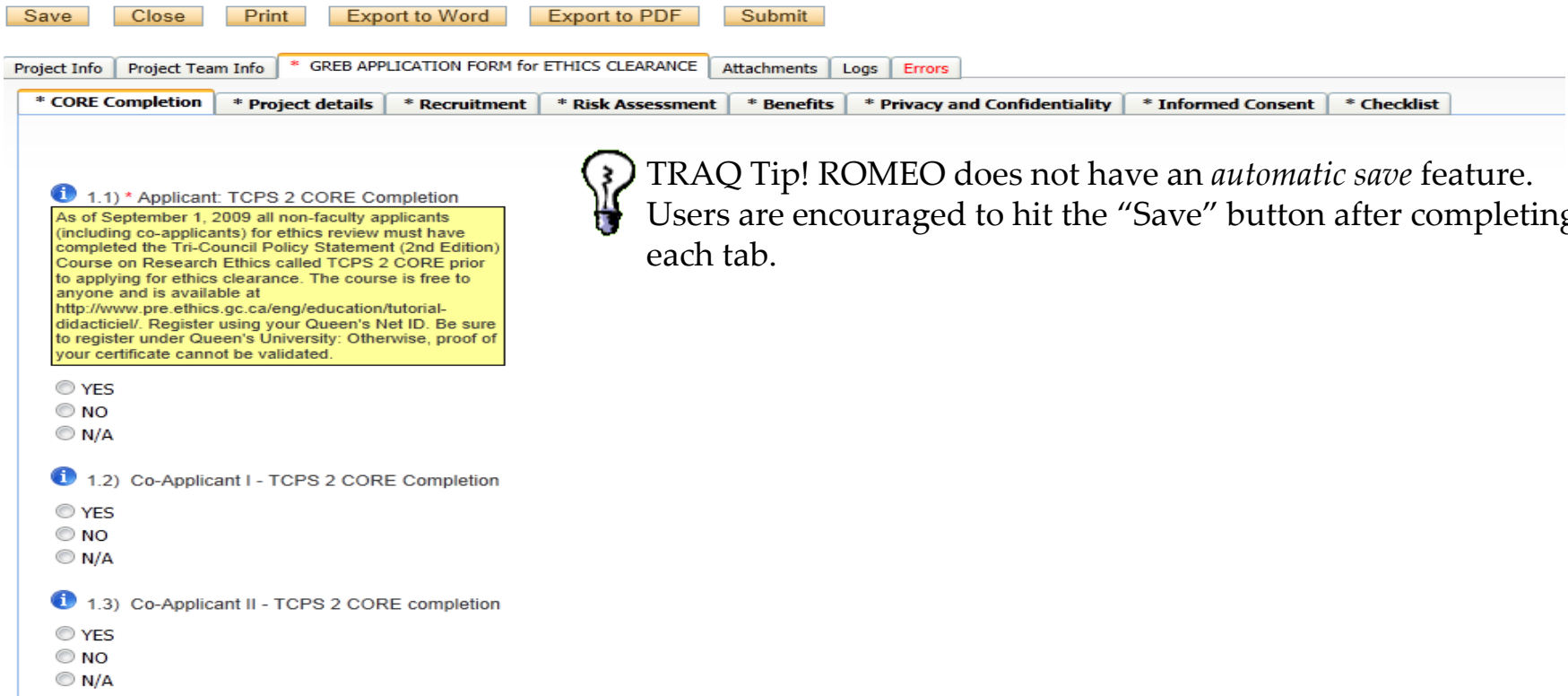
The screenshot displays the TRAQ Research at Queen's website. The header features the TRAQ logo and the Queen's University crest. A navigation bar includes links for APPLY NEW, News, Useful Links, and Settings. Below the header, two panels compare the roles of Principal Investigator and Project Team Member.

Role : Principal Investigator	Role: Project Team Member
Applications (Saved - Not Submitted) (0)	<u>Applications (Saved - Not Submitted) (1)</u>
Applications (Submitted - Under Review) (0)	Applications (Submitted - Under Review) (0)
Applications (Submitted - Requiring My Attention) (0)	Applications (Submitted - Requiring My Attention) (0)
Applications (Submitted - Post Review) (0)	Applications (Submitted - Post Review) (0)
Applications (Withdrawn) (0)	Applications (Withdrawn) (0)
My Reminders (0)	My Reminders (0)

Ethics Clearance Tab

(GREB applicants only, HSREB applicants choose HSREB form)


- The Ethics Form tab has several sub-tabs all of which contain required questions. If you are unsure how to answer a question, try clicking on  additional information may be available as seen in the screenshot below!



Save Close Print Export to Word Export to PDF Submit


Project Info Project Team Info *** GREB APPLICATION FORM for ETHICS CLEARANCE** Attachments Logs Errors

*** CORE Completion** * Project details * Recruitment * Risk Assessment * Benefits * Privacy and Confidentiality * Informed Consent * Checklist


 1.1) * Applicant: TCPS 2 CORE Completion

As of September 1, 2009 all non-faculty applicants (including co-applicants) for ethics review must have completed the Tri-Council Policy Statement (2nd Edition) Course on Research Ethics called TCPS 2 CORE prior to applying for ethics clearance. The course is free to anyone and is available at <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>. Register using your Queen's Net ID. Be sure to register under Queen's University: Otherwise, proof of your certificate cannot be validated.

☐ YES
☐ NO
☐ N/A

 1.2) Co-Applicant I - TCPS 2 CORE Completion

☐ YES
☐ NO
☐ N/A

 1.3) Co-Applicant II - TCPS 2 CORE completion

☐ YES
☐ NO
☐ N/A



TRAQ Tip! ROMEO does not have an *automatic save* feature. Users are encouraged to hit the "Save" button after completing each tab.

Attachments Tab

- Applicant should attach any document(s) identified on the Checklist sub-tab of the Ethics Form. Users may upload multiple attachments, provided that each is no larger than 5MB. Attachments may be word files, spreadsheets, jpeg files, pdfs, etc.

Application Ref No: 1096

Application Form: GREB APPLICATION FORM for ETHICS CLEARANCE

Save Close Print Export to Word Submit

Project Info. Project Team Info. GREB APPLICATION FORM for ETHICS CLEARANCE Attachments Logs Errors


Add Attachment

Select date by clicking on calendar icon next to "Version Date" field. The date should represent the date that the document was attached to the application (current date). This will allow the reviewer to identify the most recent version of any document that may have been sent back for amendments and compare the updated document with the previous one.

Upload Attachment

Description:

Upload Attachment: Browse...

Version Date: 

Doc / Agreement: --Select One--

Include a brief description of the document

Click on "Browse" to select the document from your computer

Doc/Agreement: see next slide

Attachments Tab (Continued...)

The screenshot shows a 'Upload Attachment' dialog box with the following fields and controls:

- Description:** A text input field.
- Upload Attachment:** A text input field with a 'Browse...' button to its right.
- Version Date:** A text input field.
- Doc / Agreement:** A dropdown menu with the following options: Assent form, Biohazard Permit Form, CHRPP/CORE, Certificate, Consent Form, CV, DSS form, Instruments description, Investigator's Brochure, LOI, Methods, NOL document, and --Select One--.
- Buttons:** 'Add Attachment' and 'Cancel' buttons at the bottom.

Annotations:

- A red box with the text 'Select the type of document from the "Doc / Agreement" drop down menu' has an arrow pointing to the 'Doc / Agreement' dropdown menu.
- A red box with the text 'Click "Add Attachment" to complete the process' has an arrow pointing to the 'Add Attachment' button.

Errors Tab

Powered by **Process Pathways** Welcome: Researcher at Queen's

Application Ref No: 1096 **Project Title:** Test application June 1 2011 **Project Work Flow State:** Pre Submission **Application Form:** GREB APPLICATION FORM for ETHICS CLEARANCE


[Save](#) [Close](#) [Print](#) [Export to Word](#) [Submit](#)

[Project Info.](#) [Project Team Info.](#) [* GREB APPLICATION FORM for ETHICS CLEARANCE](#) [Attachments](#) [Logs](#) [Errors](#)


GREB APPLICATION FORM for ETHICS CLEARANCE -> Checklist:8.1 Copy of the completion certificate for the TCPS (2nd ed.) Course of Research Ethics (CORE) for each participant. is required.

The Errors tab keeps a log of any required questions that were left unanswered. If all required questions were answered, the Errors tab disappears.

Save and Continue...

- At any point in the process, the applicant may “Save” and “Close” the application and complete it at a later date. The information entered will be saved and the user can access it again through their Researcher’s home page under “Applications (Saved – Not Submitted)”. **Important: Do not close that application by clicking the  at the top of your browser, doing so will result in the application being “locked” preventing other team members from accessing it.**

		APPLY NEW News Useful Links Settings	
Role : Principal Investigator		Role: Project Team Member	
Applications (Saved - Not Submitted)	(0)	<u>Applications (Saved - Not Submitted)</u>	(1)
Applications (Submitted - Under Review)	(0)	Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)	Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)	Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)	Applications (Withdrawn)	(0)
My Reminders	(0)	My Reminders	(0)

 **TRAQ Tip!** Though ROMEO has no *automatic save* feature, it does have a *time out* feature! If you need to step away from your computer, you should always hit “Save” and “Close” as a precautionary measure. Failing to do so could result in information being lost and the application being “locked”. The user responsible for “locking” the application is able to “unlock” it by accessing it again and exiting properly. All other team members, who find themselves “locked out” of the application, can either contact the user who “locked” it or the TRAQ team for support (ext. 77433; email: traq@queensu.ca).

Submitting the Application



- From the moment you assign another P.I. and team members to the project, they will be able to view and edit the application.
- The P.I. is the only person who can submit the application, this cannot be done on their behalf.
- The team member responsible for completing the application should notify the P.I. when the application is ready to be reviewed and submitted.
- Once the application has been submitted, the P.I. will receive an email confirming the reception of your application – any team member associated with the application will be copied on the correspondence.

Applications Under Review

- Once the P.I. has submitted the application for review, you will receive an email confirming the reception of your application – any team member associated with the application will be copied on the correspondence. At this stage, you will not be allowed to make any changes to the application. However, it is still available for viewing under “Applications (Submitted – Under Review)”.

APPLY NEW | News | Useful Links | Settings |

Role : Principal Investigator

Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

Role: Project Team Member

Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(1)
Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)
My Reminders	(0)

Click on “Applications (Submitted – Under Review)” to see the work flow state of your applications.

Work Flow State of Applications Under Review

- Check the status of your application(s) under review under the “Work Flow State” column.

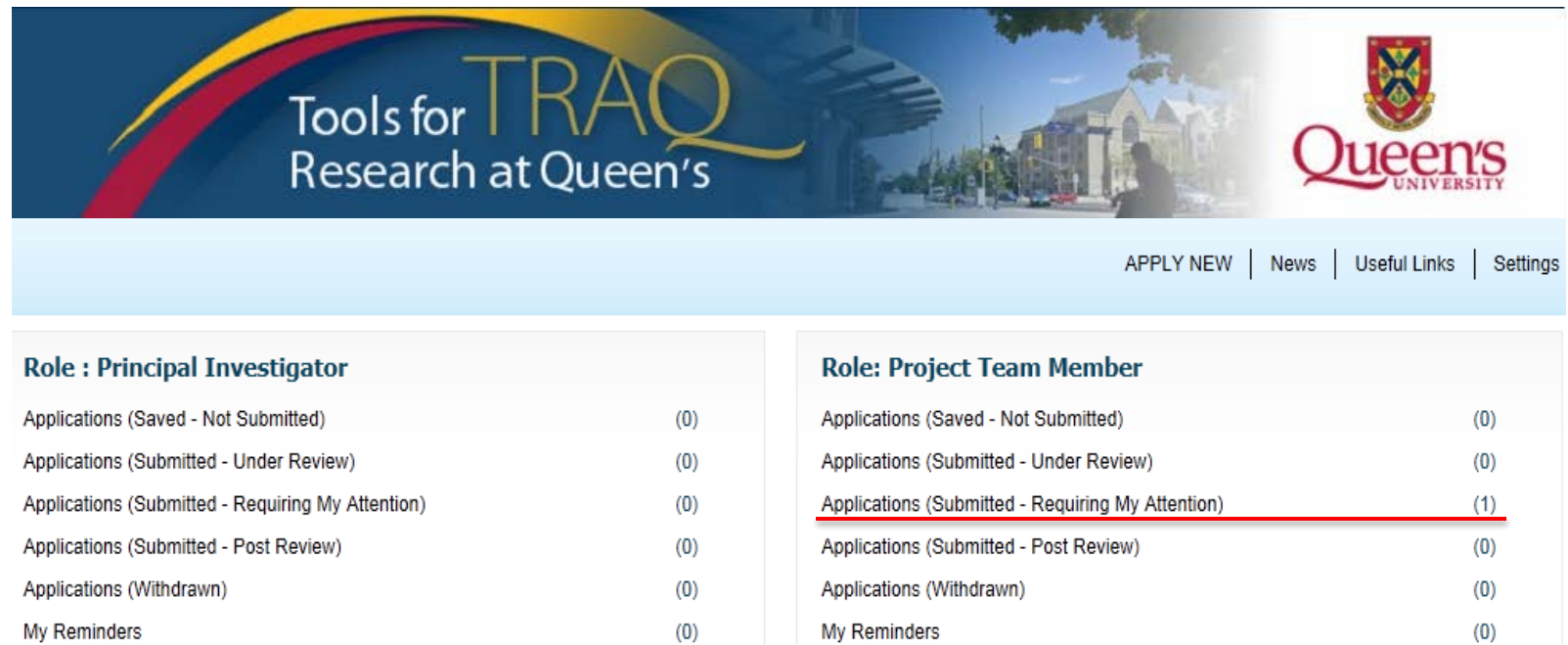
	Project Title	Principal Investigator	File No	Application Form Name	Work Flow State	Last Saved	Message
View Clone	Testing Tom and Ingrid	Ingrid Gagnon	6005482	HSREB Application Form for Ethics Clearance - new (Certification\Human Ethics)	ORS Review		Changes made as requested [Action: Re-Submit]

***GREB Applicants Only*:**

- If you are an applicant from one of these departments: School of Business, Cultural Studies, Education, Gender Studies, Geography, Global Development Studies, Kinesiology and Health Studies, Music, Policy Studies, Political Studies, Psychology, Sociology, Urban and Regional Planning, your application will initially be reviewed by the Unit REB.
- All other applications will go straight to the General Research Ethics Board for review

Applications Requiring Revisions

- If the reviewer(s) require any revisions, the application will be pushed back to the applicant(s). At this stage, you will be able to edit the application by clicking on this link: “Applications (Submitted – Requiring my Attention)”. Remember that if you are making the revisions on behalf of the P.I., you will need to let them know when the revisions are completed so that they may re-submit the application.



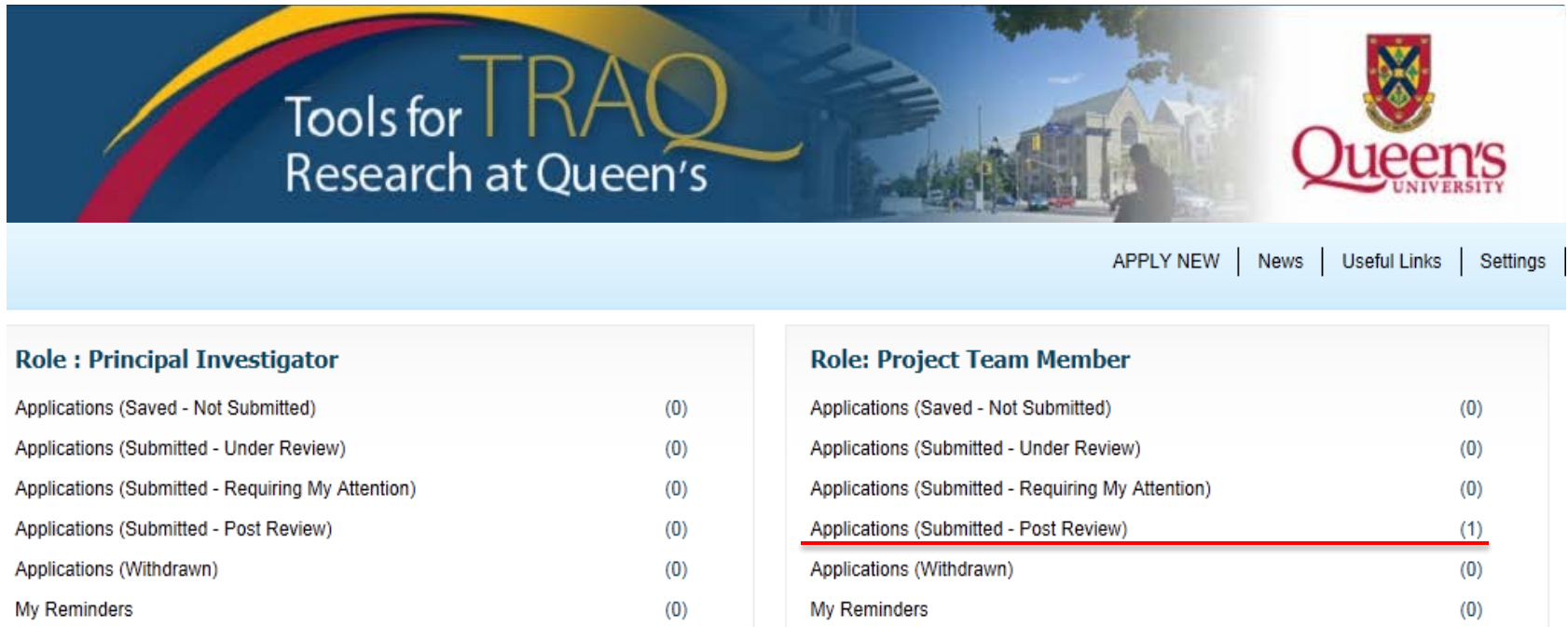
Tools for TRAQ Research at Queen's

[APPLY NEW](#) | [News](#) | [Useful Links](#) | [Settings](#)

Role : Principal Investigator		Role: Project Team Member	
Applications (Saved - Not Submitted)	(0)	Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(0)	Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)	<u>Applications (Submitted - Requiring My Attention)</u>	<u>(1)</u>
Applications (Submitted - Post Review)	(0)	Applications (Submitted - Post Review)	(0)
Applications (Withdrawn)	(0)	Applications (Withdrawn)	(0)
My Reminders	(0)	My Reminders	(0)

Approved Applications

- Once the application has been approved, the P.I., Research Coordinator and Supervisor will receive a formal approval letter and email. The application can no longer be modified but is available for viewing under “Applications (Submitted – Post Review)”.



The screenshot displays the TRAQ Research at Queen's website. The header features the TRAQ logo, a background image of a building, and the Queen's University crest. A navigation bar includes links for APPLY NEW, News, Useful Links, and Settings. Below the header, two panels show application counts for different roles.

Role : Principal Investigator		Role: Project Team Member	
Applications (Saved - Not Submitted)	(0)	Applications (Saved - Not Submitted)	(0)
Applications (Submitted - Under Review)	(0)	Applications (Submitted - Under Review)	(0)
Applications (Submitted - Requiring My Attention)	(0)	Applications (Submitted - Requiring My Attention)	(0)
Applications (Submitted - Post Review)	(0)	<u>Applications (Submitted - Post Review)</u>	<u>(1)</u>
Applications (Withdrawn)	(0)	Applications (Withdrawn)	(0)
My Reminders	(0)	My Reminders	(0)

Logs Tab – Workflow Logs

- The Logs tab is a useful tool that allows the applicant(s), reviewer(s) and the Ethics Office to track the history of the application and communicate with one another. Text in blue font represents most recent updates.
- The “Workflow Logs” tracks and time stamps approvals and messages.

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#)

NOTE: You are in view only mode, and changes cannot be saved.

Project Info

Project Team Info

HSREB Application Form for Ethics Clearance - new

Attachments

Logs

☒ Work Flow Logs

☐ Project Logs

Timestamp ▾	Log	Work Flow State	Message	User	Role/Group
16/01/2013 09:48	Project Work Flow State has been changed from ORS Review to Pending Info by ORS	ORS Review -> Pending Info by ORS	Consent Form still missing.		Office of Research Ethics
15/01/2013 11:43	Project Work Flow State has been changed from Pending Info by ORS to ORS Review	Pending Info by ORS -> ORS Review	Changes made as requested [Action: Re-Submit]		Principal Investigator
15/01/2013 09:59	Project Work Flow State has been changed from ORS Review to Pending Info by ORS	ORS Review -> Pending Info by ORS	Dear Dr Gagnon & Dr Herra, Your application went through review board - reviewer requires clarification from researcher. Revised consent form needed. Jan. 15, 2013 Please submit revisions within 2 business days. Regards, Kathy		Office of Research Ethics

Logs Tab – Project Logs

- The “Project Logs” tracks and time stamps every action taken on the application.

[Close](#) [Print](#) [Export to Word](#) [Export to PDF](#)

NOTE: You are in view only mode, and changes cannot be saved.

Project Info | Project Team Info | HSREB Application Form for Ethics Clearance - new | Attachments | **Logs**

☐ Work Flow Logs ☒ **Project Logs**

Timestamp ▾	Activity	Initiator
2013/01/16 09:48	Project Work Flow State has been changed from ORS Review to Pending Info by ORS	<input type="text"/>
2013/01/15 11:43	Project Work Flow State has been changed from Pending Info by ORS to ORS Review	<input type="text"/>
2013/01/15 09:59	Project Work Flow State has been changed from ORS Review to Pending Info by ORS	<input type="text"/>
2013/01/15 09:52	New Approval Process Event Submitted By Researcher	<input type="text"/>
2013/01/15 09:52	Project Work Flow State has been changed from Pre Submission to ORS Review Attachment Beetle Study-Award Application.pdf has been Added.	<input type="text"/>
	HSREB Application Form for Ethics Clearance - new:	



Need assistance/have a question?

Contact the TRAQ Helpdesk

(613) 533-6000, ext. 77433

Email: traq@queensu.ca