# **e**Reviews User Guide | Researcher



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## What is eReviews?

eReviews is a web-based platform that allows researchers to submit initial and ongoing requests for ethics review and store all of their projects' information in one convenient location.

#### What can researchers do with eReviews?

- Fill out all the REB forms online
  - o Initial requests (the first time a project is sent to the REB)
  - Ongoing requests (request submitted after the file is approved, e.g., Modification Request, Renewal/Closure Request, etc.).
- Submit projects for review
- Respond to REB feedback
- Log in at any time to view the status of a Request
- Track when ethics certificate will expire
- View historical information on approved projects

## Access

#### https://uottawa.evision.ca/uottawa/

Supported browsers: Chrome and Firefox

**Note**: We do not recommend the use of other browsers (e.g., Explorer, Safari) due to the potential of encountering functionality issues.



## Getting Started

If you have an **eAwards** account, you **do not** need to create an eReviews account. You can sign in with the same credentials.

## Creating and Activating your Account

Click on "Create a New Account", under the "Sign In" button.

2

If you **do have** a uOttawa email address: Select the option "You have a uOttawa username/password".

Your username and password should be the same as your uoAccess account.

- Username: The short name before your @uOttawa.ca email address (ex: jsmit000)
- Password: Same as your uoAccess account

If you **do not have** a uOttawa email address: Select the option "You don't have a uOttawa username/password".

Fill the form and submit your information.

Note: You will not be able to access eReviews immediately. Before access is granted, your account must first be approved by uOttawa. You will receive an email confirmation once your account is validated.

3

Complete and save your researcher profile form. A validation email will be sent once saved.

Validate your account by following all the steps within this email. You must do so to activate your account.

## Signing into your Account

Enter your username and password. This will bring you to your Researcher Dashboard.

If you **do have** a uOttawa email address, your username and password should be the same as your uoAccess account.

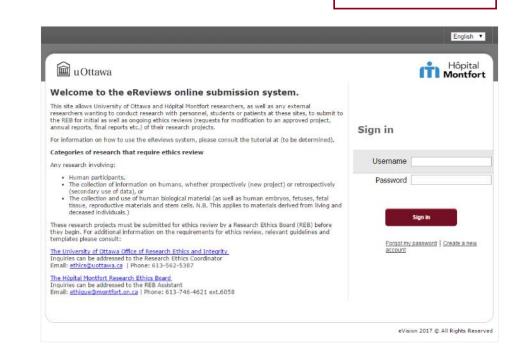
- Username: The short name before your @uOttawa.ca email address (ex: jsmit000)
- Password: Same as your uoAccess account

Note: Existing eAwards accounts were migrated to eReviews.

### Resetting your Password

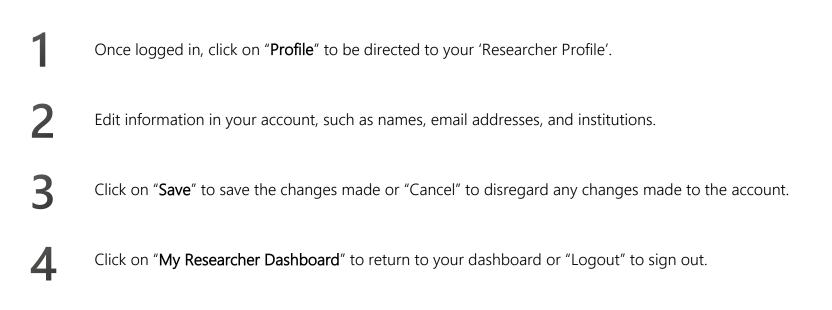
If you **do have** a uOttawa email, access the <u>Information</u> <u>Technology Accounts and Password</u> site, which includes a <u>Password management tool guide</u>.

If you **do not have** a uOttawa email, click on "Forgot my password", under the "Sign In" button and follow the instructions.



Access eReviews

## Editing your Account

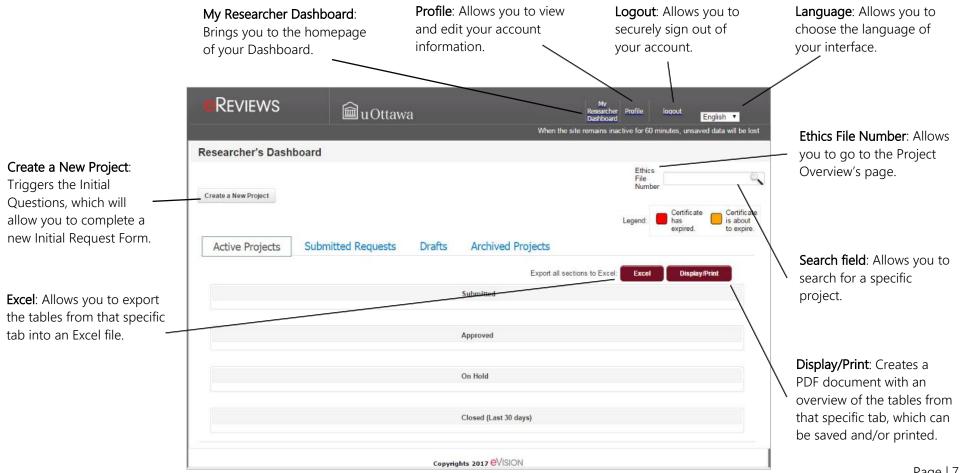


## Overview of the Researcher Dashboard

When you log into your account, you will be directed to your 'Researcher Dashboard', which is where you can view and manage the projects in which you are included as a research team member.

You can change the order of the information in the tables by clicking on any specific column title. You can also search and filter for Tip: specific information using the search box in each column.

## eReviews User Interface



## Tab Sections and Tables

### Active Projects

Submitted Requests

Active Projects	Submitted Requests	Drafts	Archived Projects
			Submitted
			Approved
			On Hold
			Closed (Last 30 days)
		Copyrig	hts 2017 <mark>O</mark> VISION

- Submitted: Lists the projects (initial requests) that have been submitted but have not yet been approved.
  - Approved: Lists the projects that have been submitted and have been approved.
  - On Hold: Lists the projects for which ethics approval has been put 'on hold' by the REB for reasons that have been discussed with the Researcher. Note: No interactions with participants should be taking place while a project is on hold.
  - Closed (last 30 days): Lists the projects that have been closed by the Principal Investigator or the Ethics Office in the last 30 days.

Active Projects	Submitted Requests	Drafts Archived Projects	
		Action Required	<ul> <li>Action Required: Lists the projects for which a request was submitted and a decision has been sent to the Researcher. The Researcher must take action in order for the review process to continue.</li> </ul>
		Pending Decision	<ul> <li>Pending Decision: Lists the projects for which a request is pending a decision from the Ethics Office (in triage) or the REB (in review).</li> </ul>
		Approved (Last 30 Days)	<ul> <li>Approved (last 30 days): Lists the requests that were approved in the last 30 days.</li> </ul>
		Refused (Last 30 Days)	<ul> <li>Refused (last 30 days): Lists the requests that were refused within the last 30 days.</li> </ul>
		Copyrights 2017 <b>OVISION</b>	

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See the <u>Glossary</u> for detailed information about columns of each table.

### Drafts

Lists all requests (initial, modification, renewal/closure, adverse event) that were created and saved, but have not yet been submitted for review. A request can be edited, saved, and completed over multiple sessions prior to submission. A draft request can also be deleted should the Researcher choose not to submit it for review.

				Ex	port all sections to E	xcel: Excel	Display/P	rint
			Un	submitted				ŀ
Request ID ≎	Request Type	Ethics File Number ≎	Project Title \$	PI Name ≎	My Role ≎	Creation Date ≎	Last Update	Delete Request
OTH-1234	Initial Project	Z-ZZ-ZZ-1234	Test	Your Name	Principal Investigator	31-03-2017 10:45:02	31-03-2017 11:11:06	Delete
		1 items	found ,Display items	s 1 - 1 Ia Ca	1 1			

### Archived Projects

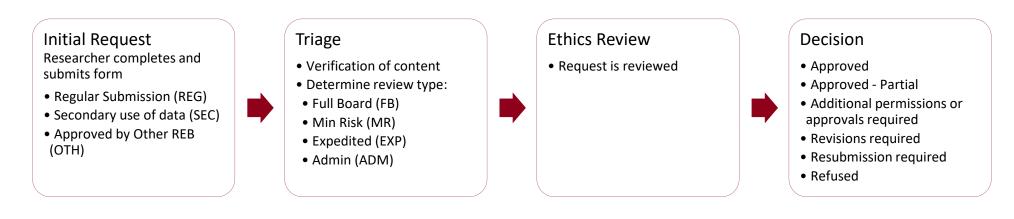
Lists all projects that are closed. While archived projects are locked for editing, their history can still be accessed, viewed, and their content downloaded.

	Active Projects	Submitted Requests	Drafts	Archived Projects			
				Export	all sections to Excel:	Excel	Display/Print
l be				Archived Projects			
			Copyr	ights 2017 eVISION			

See the <u>Glossary</u> for detailed information about columns of each table.

## Overview of REB Review Process

## **Initial Review**



## **Ongoing Review**



- Modification Request (MOD)
- Renewal/Closure Request (ANN)
- Unforeseen or Adverse Event Request (ADV)



## Initial Requests

## Creating an Initial Request Form

### Answering the Initial Questions

From the Researcher Dashboard, click on "Create a New Project" button.

Answer the questions in the pop-up window. These will determine the type of initial request you should submit.

Has this project received ethics approval from another TCPS 2-compliant REB?

Determines whether you should complete the form specific to projects that have already been approved by a TCPS 2-compliant REB. This form allows you to upload the documents relevant to the first REB review.

Does this project only involve <u>secondary use of data</u> (i.e., the use in a research project of information originally collected for purposes other than the current research purpose)?

Determines whether you should complete the form specific to secondary use of data. If secondary use of data is only one component of your project, you should answer 'No' to this question.

Click on "**Save**". You will be automatically directed to the appropriate Initial Project Request form.

## FYI

The system assigns the PI role to the person who creates a new request. If the PI wants another person (e.g., RA) to complete a draft of the request, the PI must first create the request, then add this person to the research team and give them access to modify the request.

In line with Articles 6.12 and 8.1 of the TCPS 2, a project that is not above minimal risk and has been approved by a TCPS 2-compliant REB may be eligible for an expedited review. If the project is above minimal risk, a full board review is required. Note that eligibility for expedited review remains at the discretion of the REB and/or Ethics Office.

### Drafting a New Initial Project Request Form

Answer the questions and complete the request form. You can access the different sections via the left-side banner.

Use the following actions buttons to navigate through the request form:

Previous or Next	To access previous or subsequent sections.
Save	To save your document. A pop-up will appear to confirm that it has been successfully saved.
Validate	To validate your document and identify any incomplete required fields. A pop-up will appear to confirm that the section has been successfully validated.
Display/Print	To create a PDF of that specific section, which can be viewed, saved and/or printed.

### Important

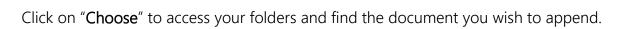
eReviews does not have an automatic save feature. As such, when the site remains inactive for 60 minutes, all unsaved data will be lost. You are therefore encouraged to click the "Save" button periodically. The request will be saved under the Drafts tab in your Dashboard.

### Adding Attachments in a Request Form

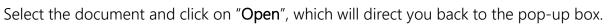


Click on "Add Attachments". A pop-up box will appear.

2



**2** Select th



Add Attachments x					
+ Choose	J Upload	* Cancel			
Close					

Allowed file types jpg, jpeg, ppt, pptx, xls, xlsx, doc, docx, rtf, pdf, zip.

With your document listed in the pop-up box, click on "Upload". A pop-up message will confirm the successful upload.

#### Opening a document that was successfully uploaded

- Go to the specific table where it was uploaded.
- 2

Click on the name of the attached document. PDF and images should be opened by the browser; Microsoft extensions like docx are normally downloaded to the computer before opening.

#### Removing a document that was successfully uploaded

- Go to the specific table where it was uploaded.
- 2 Check the empty box to the left of the name of the attached document.
  - Click on "**Delete**". The document will be removed once you click 'OK' in the dialog box.

## Submitting an Initial Request Form

- Click on "Validate" on each section page.
  - Green checkmark appears beside the section title on left-side banner once validated.
- Yellow caution icon appears when the section is incomplete. An error message will specify which questions need to be answered.

#### Important

Once the form is complete, each section needs to be validated before you are able to submit your request.

2 Click on "Submit" in the 'Submit for Review' section. A confirmation email will be sent to the Researcher once the initial request is successfully submitted. A second confirmation email will be sent once the initial request has been deemed complete and accepted for review.

### If you are a student submitting a project

2

- Complete the request. You are the Principal Investigator (PI).
- If not already done, add your Faculty Supervisor to the request form.
- 3 Once the form is complete, click on "Submit". The request will be locked and will be sent to your Supervisor for his/her approval. If the Supervisor finds the request to be accurate and complete, it is sent to the Ethics Office for triage. If the Supervisor wants you to make changes, the request is sent back to you to revise it accordingly.

## Responding to REB Feedback

All members of the research team will receive an email once the REB has completed its review, indicating one of the following decisions: Approved, Revisions Required, Resubmission Required or Refused. If applicable, REB feedback will be included in the email, but you must respond to the feedback and make changes to your documents via eReviews (not via email).

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- From the 'Submitted Requests' tab, go to the 'Action Required' table.
- 2 Click on the "Decision" hyperlink to view the PDF document outlining the details of the decision.
- Click on the "**Request ID**" to open the unlocked request form.
- 4 Edit the information as required, by adding, removing, and/or clarifying the content within the Initial Request Form.
  - Click on "**Save**". The request will be saved under the 'Active Projects' tab in your Dashboard.

- If needed, attach modified documents. Delete the old document and replace it with the new version; please ensure that all changes are tracked.
- Once the feedback comments have been addressed, click on "**Validate**" in each section that may have changed.
  - When all of the sections have been validated, click on "**Submit**" in the 'Submit for Review' section. A confirmation email will be sent to the Researcher once the request is successfully submitted.
    - If you are a student, your supervisor will receive an email asking that the changes be approved before they are submitted for review.

## Ongoing Requests

## Project Overview

This page, which is accessed by clicking on the Ethics File Number, provides overall information on your project and allows you to access all available project information, including the project history.

Project Summary:	Reviews	📾 uOttawa			Peretes Based for 20, Remarker Profile Second: E00555 V Dephase When the sale remains inactive for 60 minutes, unserved data will be load	
Provides general			Project Overview: 5-05-17-1685			
information on the		Project Summary		Request Overview		
project (e.g., certificate expiry date, project status, etc.).	Projekt Investuate Device Terrela Lave Index Approval Cele Projekt Tours Centitum Expry Date Later Approval Projekt Document Later Votelete Ry Late Votelete Ry Late Votelete Ch	50x4xxxxx Prevax (Researcher 1) 0x4052017 78 0x40x52017 0x40x52017 0x40x52017 0x40x52017 0x40x52017 0x40x52017 0x40x5100 0x40x517 0x2180	Submitter Requests Action Requests Periodro Dessan Agenored Reduced Unsubmitted Requests	Create New Request		
The latest certificate can be uploaded as	Lated Certificate	roject History		Remain relation and the factor	Epot al antione to Exer. Exed Eleptop Vise	Click on buttons to create available ongoing request forms (MOD, ANN, ADV).
PDF.			Action Required			
			Pending Decision			
			Approved			
	Request ID 0	Request Type © Indial Project	Last Submission Date 0 09-05-2017	Decision 0 Sectional	Decision Date 2 09-05-2017	
			Refused			
			Copyrights 2817 C/ISION			

Important

You must go to the Project Overview page to access and create Ongoing Requests (e.g., Modification Request (MOD), Renewal/Closure Request (ANN), and Unanticipated or Adverse Event Request (ADV)).

## Viewing the Latest Version of a Project Document

### Approved Project

- Fro with
  - From your Dashboard, go to the 'Approved' table within the 'Active Projects' tab.
  - Click on the "Ethics File Number" hyperlink for the project you want to view.
- 3
- In the 'Project Summary' box, click on "View" the 'Latest Approved Project Document'. A PDF copy of the latest approved document will open. Note that attachments are hyperlinked and accessible throughout the PDF copy.

### Archived Project

- From your Dashboard, go to the 'Archived Projects' tab.
- 2 Click on the "Ethics File Number" hyperlink for the project you want to view.
- In the 'Project Summary' box, click on "View" the 'Latest Approved Project Document'. A PDF copy of the latest approved document will open. Note that attachments are hyperlinked and accessible throughout the PDF copy.

## FY

Archived projects are closed and thus the Researcher cannot submit any ongoing requests (modification, renewal) for these projects.

## Viewing a Certificate of Ethics Approval

## Approved Project

- 1
  - From your Dashboard, go to the 'Approved' table within the 'Active Projects' tab.
- 2 Click on the "Ethics File Number" hyperlink for the project you want to view the certificate.
- 3
- In the 'Project Summary' box, click on "**View**" the 'Latest Certificate'. A PDF copy of the latest ethics certificate will open.

## Archived Project

- From your Dashboard, go to the 'Archived Projects' tab.
- 2 Click on the "Ethics File Number" hyperlink for the project you want to view the certificate.
- 3 In the 'Project Summary' box, click on "View" the 'Latest Certificate'. A PDF copy of the latest ethics certificate will open.

## Submitting a Request for Modification

If you want to change any aspect of your project once it has been approved (e.g., the recruitment process or the consent documents) this change has to be reviewed and approved by the REB via a Request for Modification.

- In the Dashboard, go to the 'Approved' table within the 'Active Projects' tab.
- 2 Click on the "Ethics File Number" of the project you want to modify. The 'Project Overview' page will open.

Under the 'Create New Request' section, click on "Modification Report".

In the 'Modification Overview' section, provide a highlevel summary of the requested modification(s) and their rationale. Note that all subsequent sections of the modification request contain up-to-date **approved** project information.

FYI —

Once your modifications are approved, these sections will be integrated into the 'Latest Approved Project Document'.

In relevant sections, explain all modifications that you are requesting. Consider whether the requested modification impacts other relevant sections of the form (e.g., a change in participant pool could impact the recruitment and consent processes). Note: You will be able to view past versions of your request but changes will not be tracked.



Click on "**Save**". The request will be saved under the 'Drafts' tab in your Dashboard.



8

Click on "Validate" in all modified sections.

they are submitted for review.

Click on "Submit" in the 'Submit for Review' section. A confirmation email will be sent to the Researcher once the request is successfully submitted.
\*If you are a student, your supervisor will receive an email asking that the changes be approved before

## Renewing or Closing a Request

1

2

3

Ethics approval is granted for one year. There is a limit of 4 annual renewals per project, after which the project will be re-evaluated by the REB.

- From the Dashboard, go to the 'Approved' table within the 'Active Projects'.
- Click on the "Ethics File Number" of the project you want to renew or close. The 'Project Overview' page will open.
- Under the 'Create New Request' section, click on "Renewal/Project Closure".
- 4 Complete the form by answering all of the required fields and click on "Save". The request will be saved under the 'Drafts' tab in your Dashboard.
- Click on "**Submit**". A confirmation email will be sent to the Researcher once the request is successfully submitted.

## Reporting an Unanticipated Issue/Adverse Event

- From the Dashboard, go to the 'Approved' table within the 'Active Projects'.
- 2 Click on the "Ethics File Number" of the project you want to report an unanticipated issue or adverse event. The 'Project Overview' page will open.
- **3** Under the 'Create New Request' section, click on "**Unanticipated Issue / Adverse Event Report**".
- 4 Complete the form by answering all of the required fields and click on "Save". The request will be saved under the Drafts tab in your Dashboard.
  - Click on "**Submit**". A confirmation email will be sent to the Researcher once the request is successfully submitted.

## Appendix

## Definition of Terms and Acronyms

- Project: Represents the overall ethics project documents of a specific research project.
- Request: All application forms and reports are submitted in eReviews via a request. Requests are generated each time a researcher completes a submission form, either for initial review (the first time a project is sent to the REB) or ongoing review (request submitted after the file is approved, e.g., Modification Request, Renewal/Closure Request, etc.).
   For example, you complete and submit a regular or secondary use of data form so your project can be initially reviewed by the REB and this creates an initial request. Once your project is approved, you may want to make changes to documents or methodology, for which you would complete and submit a modification form, which creates a modification request (other ongoing requests include renewal or closure, and adverse events). Each request is identified via a unique Request ID (e.g.: REG-579, MOD1-485, ANN4-622, ADV1-476).
- Request Form: Any type of application form that is completed and submitted for review.
- Secondary use of data: "The use in research of information or human biological materials originally collected for a purpose other than the current research purpose." Please consult the TCPS 2, Articles 2.2 and 2.4 for more information.
- Types of Request:
  - o Regular Submission (REG)
  - o Secondary Use of Data (SEC)
  - Project previously approved by another TCPS 2compliant REB (OTH)

- o Modification (MOD)
- o Renewal/Project Closure Report (ANN)
- o Unanticipated Issue or Adverse Event (ADV)

## Glossary

The following column names appear in the various tables within each tab in the Researcher Dashboard. They are presented in alphabetical order below and a brief description is provided.

COLUMN NAME	DESCRIPTION
# of Requests Pending Action	Indicates any request that needs to be revised by the Researcher and submitted to the Ethics Staff. While the project (initial request) has been approved, the current request (modification, report, adverse) needs to be revised by the Researcher.
# of Requests Pending Decision	Indicates any request that is currently being reviewed by the REB. While the project (initial request) has been approved, the current request (modification, report, adverse) is currently being reviewed.
Action Required By	Indicates that an action is required by the Researcher and must be completed before the date specified.
Certificate Expiry Date	Indicates the date that a certificate for an approved project will expire. All certificates must be renewed or closed in order for the project to continue.
Creation Date	Indicates the date that a request was originally created.

COLUMN NAME	DESCRIPTION				
Decision	Indicates the decision following the review of the initial request. By clicking on the decision hyperlink, a pop- up PDF document will open outlining the details of the decision:Additional Permissions / Approvals Required Additional permissions or approval(s) must be submitted to the Ethics Office before the ethics certificate is issued.ApprovedProject is approved and an ethics certificate is issued.Approved - PartialThe project is partially approved (e.g., recruitment and data collection may begin for that part). The other part requires further review and/or documentation.IncompleteRequest is missing information and has been deemed incomplete by the Ethics Office. The Researcher must submit a revised request.RefusedApproval of the project is refused following a full board review.ResubmitThere are major ethical concerns or the request is deemed incomplete by the REB. A complete resubmission is required.Revisions RequiredRequest requires some clarifications/revisions. The REB will provide the Researcher with written feedback outlining its concerns. Ethics approval will be granted and an ethics certificate issued once the feedback has been satisfactorily addressed.				
Decision Date	Indicates the date that the decision was sent to the Researcher.				
Delete Request	Allows the Researcher to delete any draft requests that were previously created.				
Ethics File Number	Refers to a specific project and should be used in all future correspondence. By clicking on the Ethics File Number, you are directed to the Project Overview page. A temporary Ethics File Number (similar to Z-ZZ-ZZ-####) is automatically generated by the system once an initial draft request is created. Once this request is submitted and accepted for review, the Ethics File Number is updated accordingly.				
Ethics Staff Assigned	Indicates the Ethics Staff assigned to the request.				

COLUMN NAME	DESCRIPTION			
Last Submission Date	Indicates the date that a request (e.g., initial, modification, report, adverse) was last submitted for review.			
Last Update	Indicates the date that a request was last edited and saved.			
My Role	Indicates your role within any given project.			
Other Open Requests	Indicates if there are any other open requests (other than the current request) at the time of submission (e.g., when a Researcher submits a request for modification after submitting an Annual Report, there would be one other open request).			
PI Name	Identifies the Principal Investigator of the project.			
Project Status	Indicates the status of the overall project at any given time.Action RequiredThe project request must be revised by the Researcher and returned, based on the decision sent to the Researcher.ApprovedThe project request is approved and an ethics certificate issued.Approved-PartialThe project is partially approved (e.g., recruitment and data collection may begin for that part). The other part requires further review and/or documentation.In ReviewThe project request is undergoing the REB review process.In TriageThe project request is in the initial intake process.			
Project Title	The title given to a project by the research team.			
Request ID	A system-generated code that represents the abbreviation of the request form that was submitted. By clicking on the Request ID, the application form opens. Note that if a request is currently being reviewed, the request form is locked and the Researcher is unable to make any changes.			

COLUMN NAME	DESCRIPTION
Request Status	ndicates the status of the request at any given time.Action RequiredRequest must be revised by the Researcher and returned, based on the decision sent to the Researcher.ApprovedRequest is approvedIn ReviewRequest is undergoing the REB review process.In TriageRequest is in the initial intake process.RefusedRequest is refused (reasons will be provided)
Request Type	Refers to the type of request the Researcher submitted.MOD3-####Request for modification (the 3 indicates that this is the third modification request for this project).OTH-####Request specific to a project that has already been approved at another REB REG-####REG-####Request for a regular submission (minimal risk, full board, expedited)SEC-####Request for secondary use of dataANN-###Request to renew or close an ethics fileADV-####Request for reporting an unanticipated issue or adverse event
Request Version	ists the different versions of the project on which a REB decision was issued.
Review Start Date	ndicates the date when the triage was completed and the request was accepted for review.
Submission Date	ndicates the date when the request was submitted for review.