

Research Instructions for Submitting Conjoint Health Research Ethics Board (CHREB) Applications

Any biomedical studies involving human participants or the Health Information Act of Alberta cannot be reviewed at Mount Royal University, as only five boards in the province are legally able to perform such reviews. Mount Royal University has signed a Memorandum of Understanding with the University of Calgary's Conjoint Health Research Ethics Board (CHREB) that allows MRU researchers to access their services.

MRU Researchers must submit their CHREB approval letters, approved application forms, and all supporting documents (e.g. recruitment advertisements, consent forms, questionnaires, interview guides, debriefing forms etc) on the ROMEO system.

To complete submit your application to the ROMEO system:

Login to the [Romeo Researcher portal](#) using your email address and password information. Please refer to the [Registration](#) section for further information on how to obtain an account.

1. On the Home Screen, choose APPLY NEW.

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Role: Principal Investigator	
Applications: Drafts	(0)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(0)
Applications: Withdrawn	(0)
Events: Drafts	(0)
Events: Requiring Attention	(0)
Reminders	(0)

Role: Project Team Member

2. Under "New Application Forms" scroll down to the bottom of the page and select "Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications" and click to open.

Application Name	Description	Status
FHCE Innovation Fund Application	Submission Deadline 8:30 am Tuesday, April 3, 2018	Open

Human Research Ethics Board

Application Name	Description	Status
Human Research Ethics Application (updated 2018)	The HREB application form is to be used for any research involving human participants with the intent to further or extend knowledge through a disciplined inquiry or systematic investigation (TCPS2). HREB applications include Honours Thesis and Student Directed studies.	Open
Student Human Research Ethics Committee (SHREC) Application	This form is to be used for course based ethics approval of student research projects occurring WITHIN the scope of a course. The applications include courses where the assignment(s) consist the use of human subjects and where the projects are limited to minimal risk studies. The applications are reviewed	
Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications	This form is to be used by MRU researchers for biomedical studies that have been approved by the University of Calgary's Conjoint Health Research Ethics board (CHREB). MRU Researchers must submit their approval letters, approved application forms and all supporting documents (recruitment advertisements, consent forms, questionnaires, interview guides, debriefing forms etc).	Open
Human Research Ethics External Application Form	This form is to be used by external researchers not affiliated with MRU who have been granted ethics clearance from another Canadian institution and are planning to recruit MRU participants. MRU researchers are also required to submit external applications if they are working as part of research teams for studies that have been approved at other universities. Approval letters, approved application forms and all supporting documents (recruitment advertisements, consent forms, questionnaires, interview guides, debriefing forms etc) must be submitted for external applications.	Open

Click "Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications"

NOTE: You will notice a variety of tabs at the top of the page – each of these tabs constitutes the application and must be completed before the application can be submitted.

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Application Ref No: 5718 **Application Form:** Conjoint Health Research Ethics Board (CHREB) Approved

Title *:
Start Date:
End Date:

Complete all forms under each tab

3. Fill out the Project Information including Project Title, Start and End dates.
 NOTE: Start and end dates are the projected dates that you expect to begin/end your research.

4. *Related Awards:* If this application is associated with a project for which you have completed the Research Grants/Contracts Administration form, click "Search" to bring up a listing of all current projects then select from the list.

This will link your project form with your ethics approval so that any funds can be released for use.

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Application Ref No: 5718 Ap

* Project Info | Project Team Info | * Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications | Attachm

Title *:

Related Awards Click "Search" for related rewards

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 at research funding is not found please ignore this section and continue to the next tab.

Award File No	Title	Award Status	PI Last Name	PI First Name	S
No records to display.					

5. Complete the Project Team tab and include any team members that may be part of this research project/application.
IMPORTANT: ALWAYS choose **Retrieve Info** before **adding investigator** information. If an investigator is added to the database twice, the system will have problems properly managing communications.
Search for a team member by entering his/her first or last name at the top of the screen and clicking "Search."

Application Ref No: 5718

Application Form: Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info * Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications Attachments Approvals Logs Errors

Principal Investigator

Instructions : Do not hand type data for this section. The Principal Investigator (PI) section default populates with the researcher profile data for the project team member who creates the file. If you are not the PI, click the Change PI button to search for and select an alternate researcher profile. If you load an alternate researcher profile to the PI section, be sure to reload your researcher profile to the Other Project Team Info section below.

Change PI Refresh

Prefix: Mr. Last Name*: First Name*: P

Click "Add New" to add any team members that may be part of this research project/application

Other Project Member Info:

Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Add New button to search for and select from other researcher profiles.

Add New

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

Project Team Member Edit

Save Close

Project Team Member Info

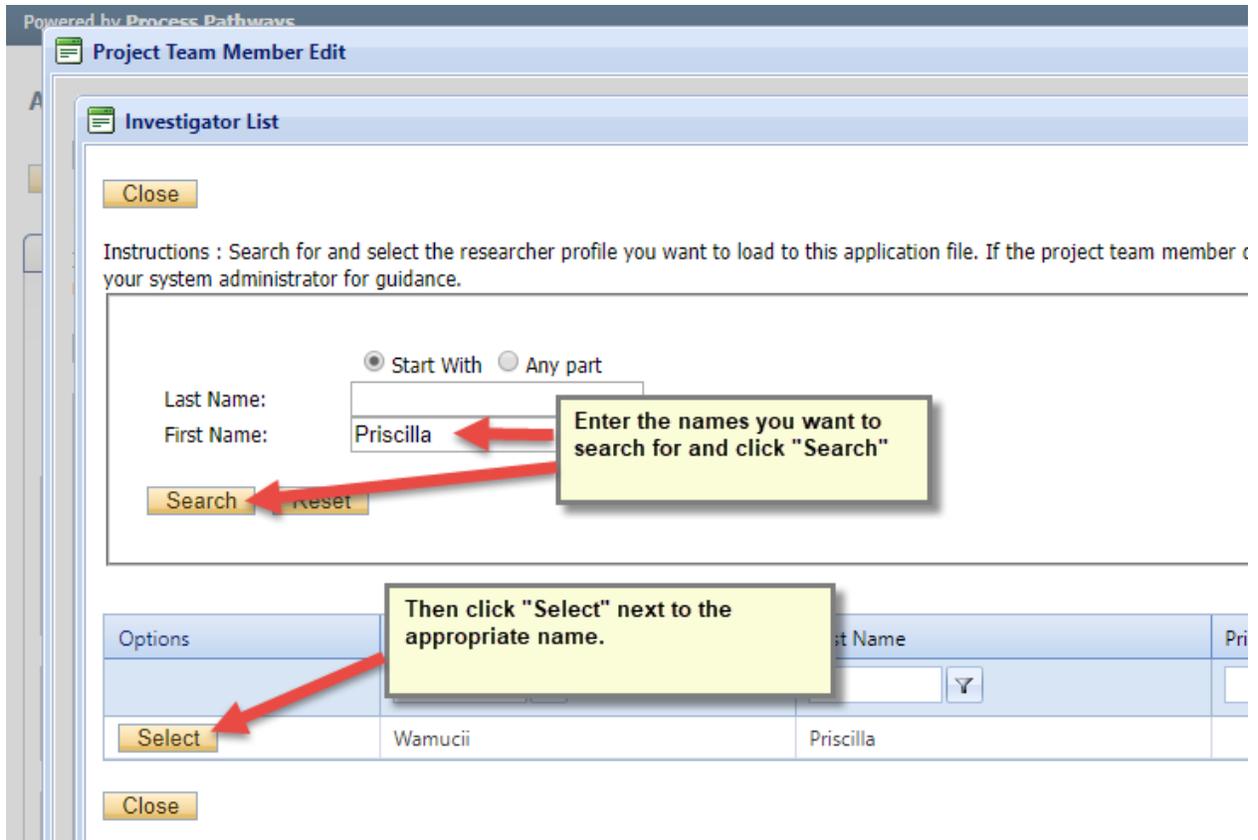
Instructions : Do not hand type data for this section. To add more project team members to this application file, click the Search Profiles button to search for and select from researcher profiles.

Click "Search Profiles"

Search Profiles Refresh

Prefix: Last Name: First Name:

Affiliation:



6. Click on the "Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications" tab and complete the questions. Ensure you scroll down to the bottom of the page and answer all the questions. Scroll back to the top of the page to continue to the next tab.

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info * Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications Attachments

* Ethics Level Review

1.1) * What is the study's purpose?
Attach approval letter or certificate, approved application form and supporting documents e.g. consent forms, questionnaires, interview guides, surveys, debriefing forms etc. (PDF Versions) via the attachments tab.

Select the "Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications"

Scroll down for more questions

NOTE: All questions with a red asterisk require responses. If the question is a yes/no question and your response does not require explanation, simply respond "no".

1.4) * Are you an MRU faculty or student research assistants' part of your research team?
No

Red Asterisk (*) is a required response

1.5) If yes, what are their roles and responsibilities in the research?

7. Use the Attachments tab to include/upload additional documents that need to accompany your application (e.g. CHREB approved application forms approval letter/certificate, recruitment scripts, interview guides, surveys, confidentiality agreements, debriefing and consent forms etc).

Application Ref No: 5717

Ap

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info * [] Attachments Approvals

upload additional documents

Add Attachment

NOTE : The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 10MB.

8. The "Logs" tab can be used to follow the application through the approval process. No information is needed from the researcher on this tab, dates will automatically be completed throughout the application process.

Application Ref No: 5717

Application Form: Human Resea

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info [] Attachments Approvals **Logs** Errors

Application Workflow Log Application Log

Log information will automatically update

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/G
No records to display.					

Errors tab will disappear once all required fields are complete

9. The Errors tab indicates fields that need to be completed before the application can be successfully submitted. The Errors tab will disappear once all required fields have been completed at which time the application can be successfully submitted.

Application Ref No: 5718

Application Form: Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications

Save Close Print Export to Word Export to PDF Submit

* Project Info | Project Team Info | * Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications | Attachments | Approvals | Logs | **Errors**

Project Info ->Project Title is required.

Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications -> Ethics Level Review:1.1 What is the purpose of the research?

Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications -> Ethics Level Review:1.2 Are you recruiting from MRU? If so, how?

Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications -> Ethics Level Review:1.3 Specify how participants will be recruited.

Conjoint Health Research Ethics Board (CHREB) Approved Ethics Applications -> Ethics Level Review:1.4 Is the approved research protocol required?

Log information will automatically update

Errors tab will disappear once all required fields are complete

Application Ref No: 5717

Application Form: Human Research Ethics Applications

Save Close Print Export to Word Export to PDF Submit

Project Info | Project Team Info | | Attachments | Approvals | **Logs**

Application Workflow Log Application Log

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
No records to display.					

Error Tab is gone now that all required fields have been completed

10. Once you have completed all required information, you will be free to submit your application using the top, **right hand Submit** button. When you hit "Submit" the application will automatically be forwarded to the Research Office for further processing. You will receive email confirmation that your application has been successfully submitted and will be able to follow the application through the approval process by viewing the Logs tab within the application.

Application Ref No: 5717

Application Form: Human Research Ethics Applications

Save Close Print Export to Word Export to PDF **Submit**

Click "Submit" once everything is complete

Project Info | Project Team Info | | Attachments | Approvals | Logs

Application Workflow Log Application Log

Timestamp	Activity Log	Workflow State	Workflow Message	User
No records to display.				

NOTE: When you have clicked "Submit" a "Comments" box will appear. You must type something in this box to proceed with submission.

11. Your application will undergo an initial screening to make sure that it is complete. You may be asked to submit missing documents. Once you have completed revising your documents, login to the Research Portal. Click on My Applications **(submitted - Requiring My Attention)**, revise the application, as requested, and resubmit.

IMPORTANT: Please do not delete any of your documents from the Attachments Tab. ALL versions of the documents must remain in the system.

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Role: Principal Investigator

Applications: Drafts	(0)
Applications: Requiring Attention	(1)
Applications: Under Review	(0)
Applications: Post-Review	(0)
Applications: Withdrawn	(0)

One application requires your attention