



Queen's

# Queen's ROMEO e-System

General Research Ethics Board Certification (GREB)

Reviewing Human Ethics Applications & Event Forms

**GREB Board Member/Reviewer**

User Manual  
February 2013

# Accessing the Researcher's Portal



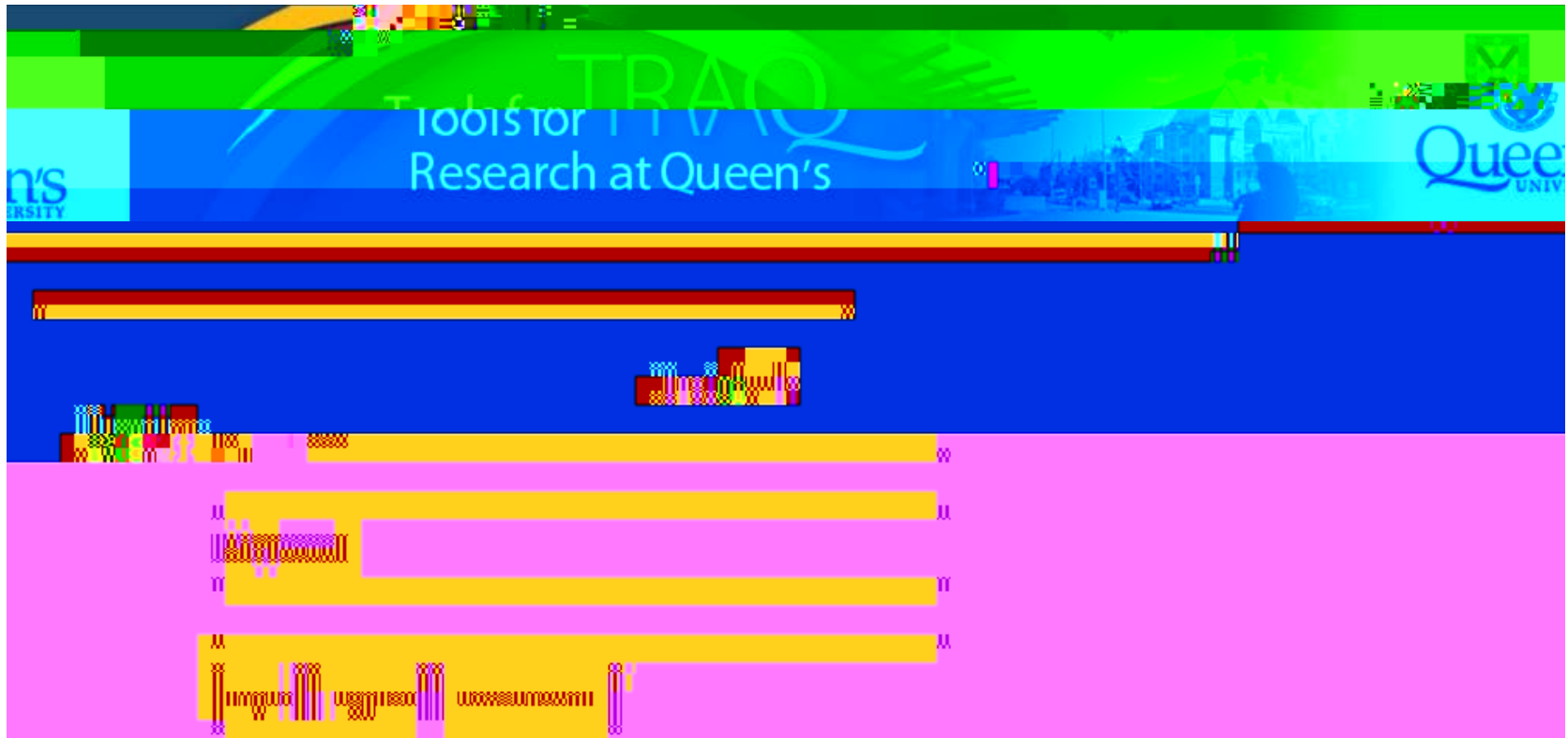
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- Review assignments are accessed through the Researcher's Portal.
- As a reviewer, you will receive an email notification whenever you have been assigned to review an ethics application or an event form (i.e. renewal form, amendment form, adverse event report). The link to the Researcher's Portal is included in the email.
- Reviewers with a Queen's email address (Queen's faculty & staff) should use their regular Queen's NetID and strong password to log into the Researcher's the portal through the [Single SignOn](#).
- Queen's students and external reviewers (i.e. from KGH, Providence Care, Hotel Dieu , etc.) will log into the Researcher's Portal through the [Post-Registration Login Site](#) rh1 cQcs 0



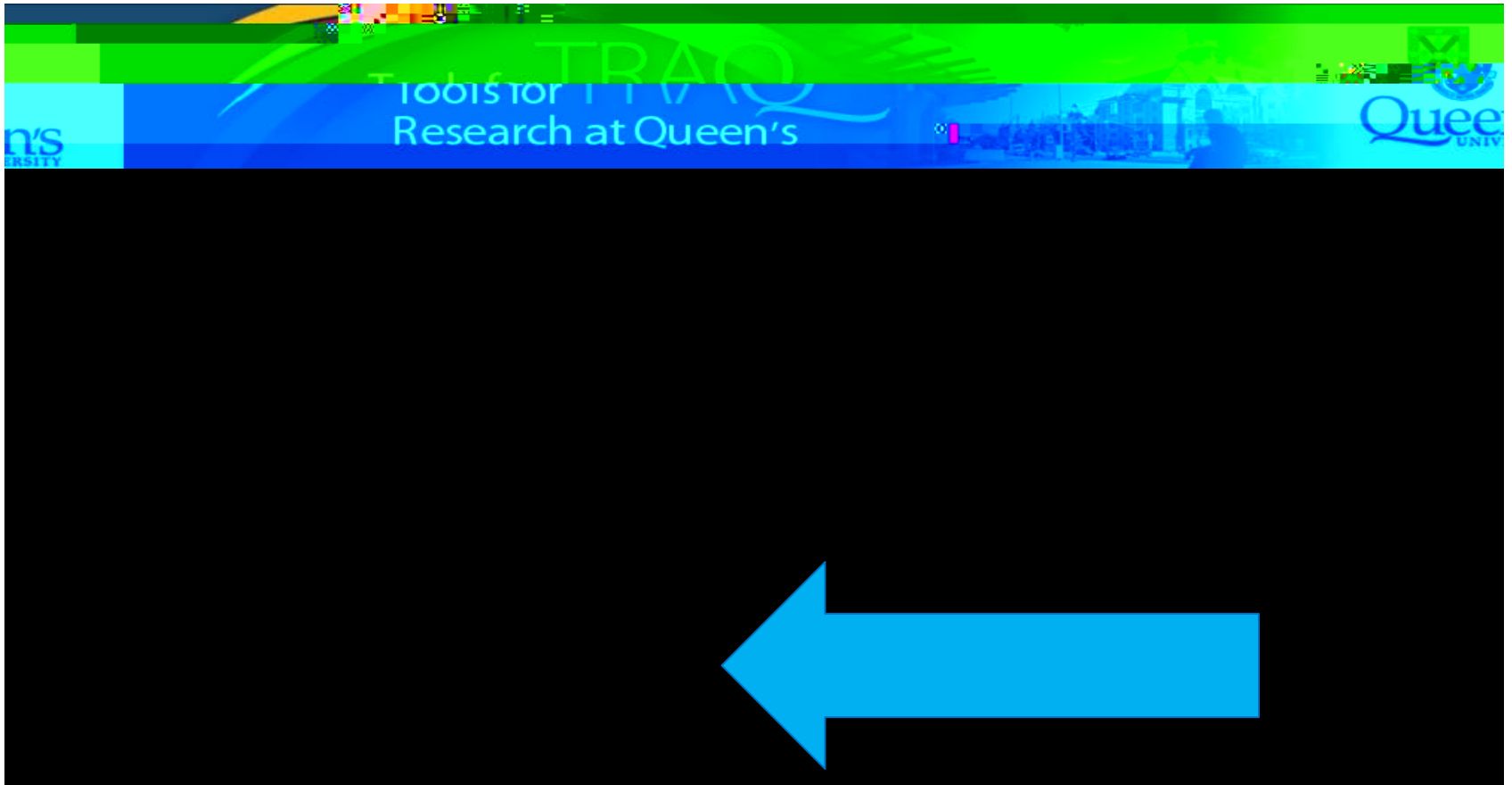
# Login Site for Queen's Students & External Reviewers

- Enter your full email address and the password you created during registration to access the Researcher's Portal



# Researcher's Portal

- As a reviewer, your dashboard has three roles: Principal Investigator (P.I.), Project Team Member and Reviewer.



# Unit REB Chair – Researcher's Portal



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- If you are both GREB Reviewer and Unit REB Chair for one of these departments: School of Business, Culture Studies, Education, Gender Studies, Geography, Global Development Studies, Kinesiology and Health Studies, Music, Policy Studies, Political Studies, Psychology, Sociology, or Urban and Regional Planning, your dashboard will have the added role of Unit REB Signing Authority.

# Reviewer's Quick Links

## Role: Reviewer

Applications Requiring Your Review as a Chair

Applications Requiring Your Review as a Reviewer - New

Applications Requiring Your Review as a Reviewer - In Progress

Events Requiring Your Review as a Chair

Events Requiring Your Review as a Reviewer - New

Events Requiring Your Review as a Reviewer - In Progress

(1)

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Human Ethics applications requiring your review will be accessible through one of these quick links

Event forms requiring your review will be accessible through one of these quick links

# Reviewer's Quick Links - Applications Requiring your Review...



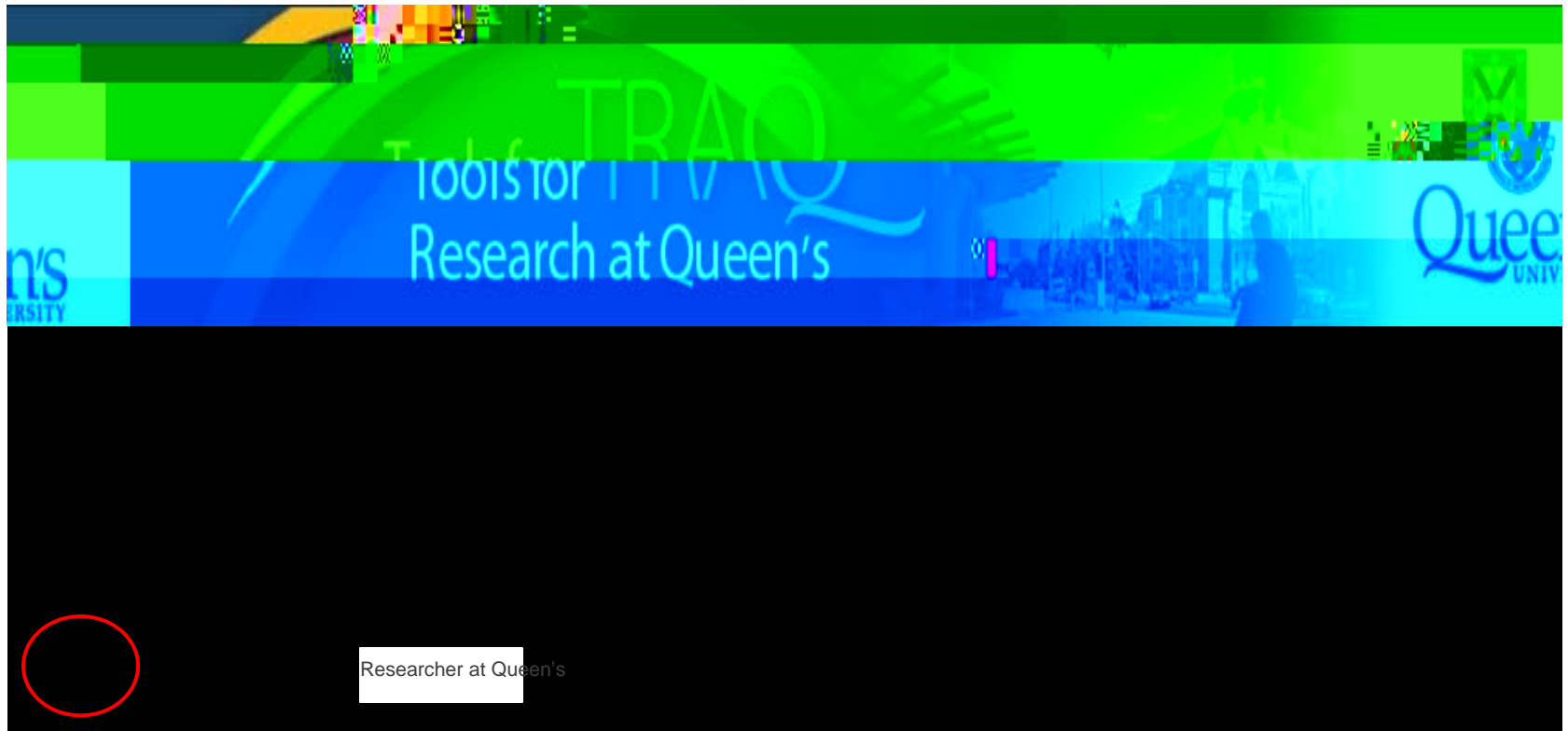
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- Applications Requiring your Review as a Chair : Displays all application forms requiring your review as Chair (i.e. Primary Reviewer). You may save your comments over several sessions before submitting your comments and decision to the Ethics Office. Once your comments and decision have been submitted, the application form drops from quick links and is no longer open for review. Subsequently, the application



# Reviewing Applications...

- Once you clicked on one of the quick links you'll see a list of the application(s) awaiting your review. To review an application, click "View".



# Reviewing Applications



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- You can review the application by going through the different tabs (and sub -tabs of the application form) to see the information submitted by the P.I.

**File No:** 6005503 **Project Title:** Test GREB Application - February 6, 2013 **Project Work Flow State:** ORS Review **Application Form:** GREB APPLICATION FORM for ETHICS CLEARANCE

Close Print Export to Word Export to PDF Print

view button to enter, save & submit any comments

NOTE: You are in View mode. Click the

Project Info Project Team Info GREB APPLICATION FORM for ETHICS CLEARANCE Attachments Logs Committee Reviews

Title \* [REDACTED]

Start Date: [REDACTED]

End Date: 2015/02/27

Keywords: [REDACTED]

Add

Clear all

- Project Info and Project Team Info tabs contain the basic information of the project (i.e. title of the study, names & roles of all team members);
- GREB Application Form for Ethics Clearance tab

# Committee Reviews

- The “Committee Reviews” tab allows reviewers assigned to review an application to read each others’ comments.

The screenshot shows a software interface with a menu bar at the top containing options: File, New, Open, Print, Export to Word, Export to PDF, Review, Close, Print, and Export. Below the menu bar, there is a tabbed interface with several tabs: Attachments, Logs, Committee Reviews, GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences), Project Team Info., and GENERAL RESEARCH ETHICS BOARD APPLICATION FORM for ETHICS CLEARANCE (Social Sciences). The 'Committee Reviews' tab is active, and it displays three reviewer comments: Reviewer 3, Reviewer 2, and Reviewer 1.

# Reviewing Applications

- Although you can review an application by going through its different tabs and sub - tabs, the simplest and most efficient way to review an application is to export it to Word.

CLEARANCE

Close Print Export to Word Export to PDF Review

NOTE: You are in View mode. Click the review button to enter, save & submit any comments

Attachments Logs Committee Reviews Project Team Info GENERAL RESEARCH ETHICS BOARD APPLICATION (FORM for ETHICS CLEARANCE (Social Sciences))

Title \*

Start Date: 2013/02/28

End Date: 2015/02/27

Add

Clear all

# Reviewing Application in Word

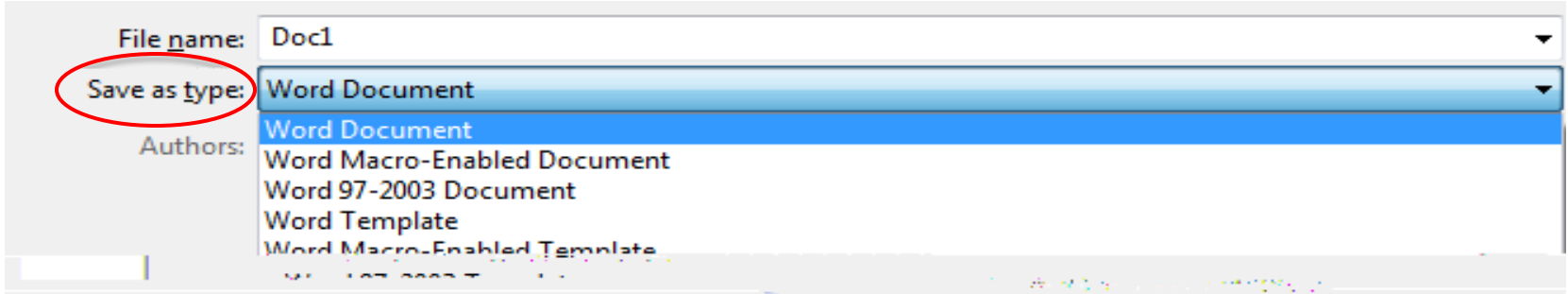


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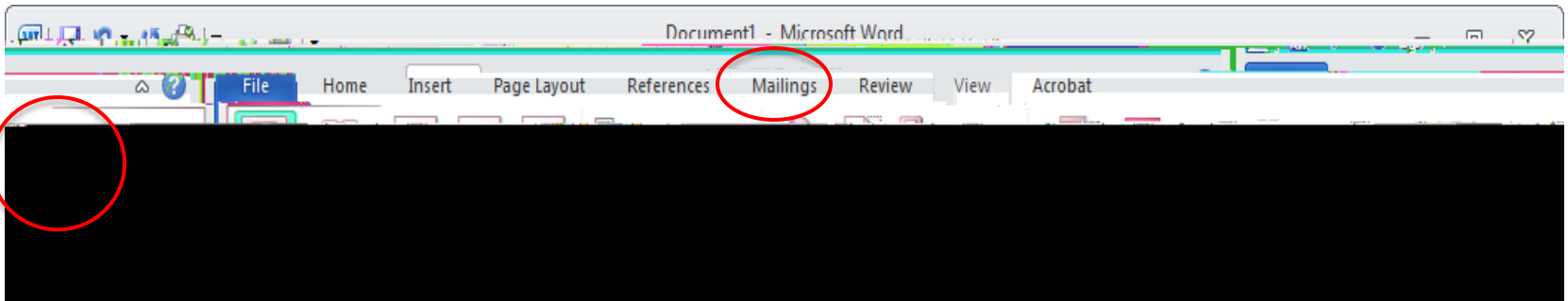
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# Saving and Viewing in Word

- When you export the application into Word, it will first appear in html format. Please make sure that you select “Word Document” in the drop down menu for “Save as type” when you save the application.



- The application will also appear on your screen as “Web Layout”. To change the viewing format to a friendlier one, hit the “View” tab at the top of your ribbon and select “Print Layout” in Document Views.

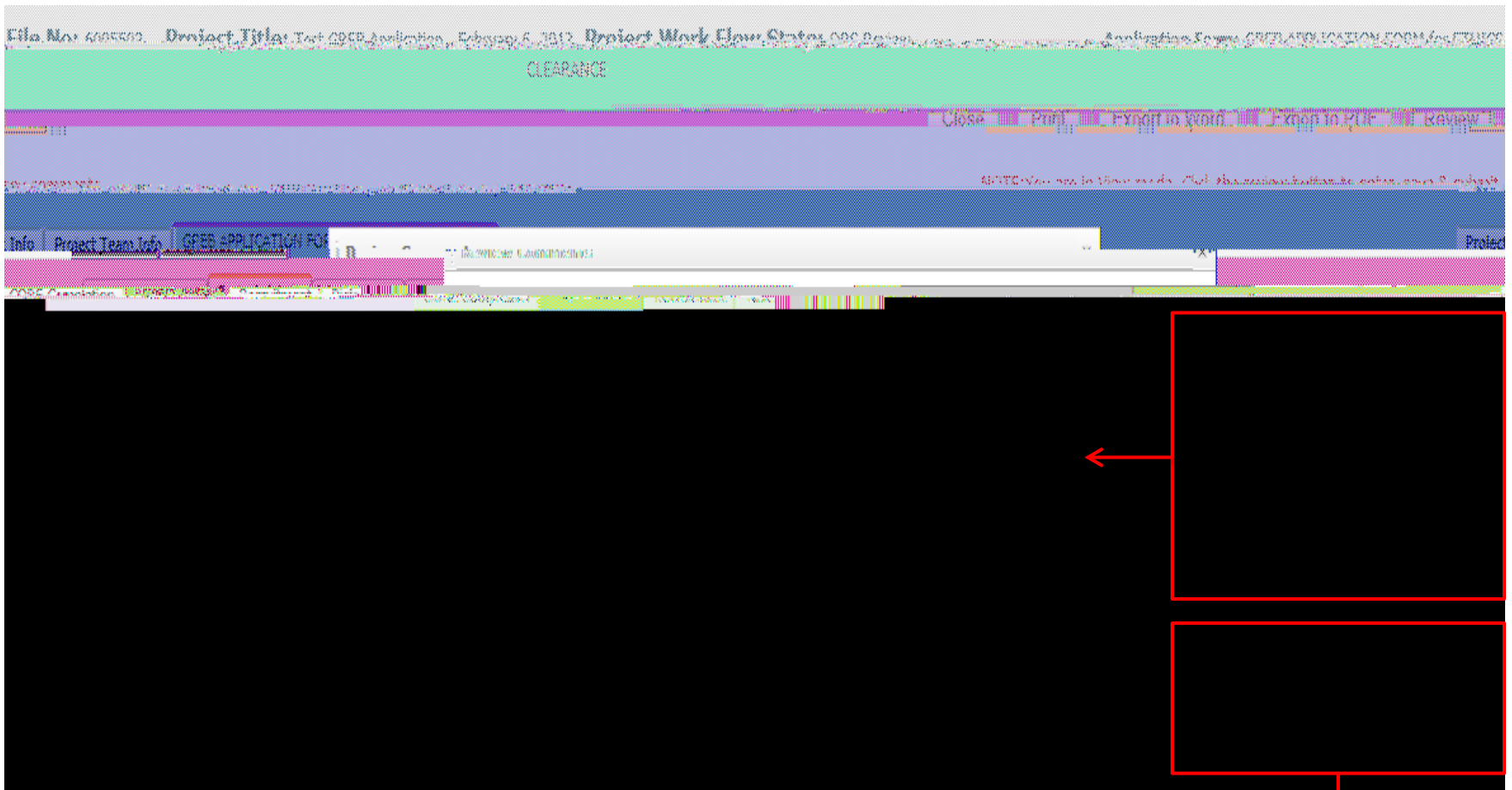


# Entering & Saving Review Comments



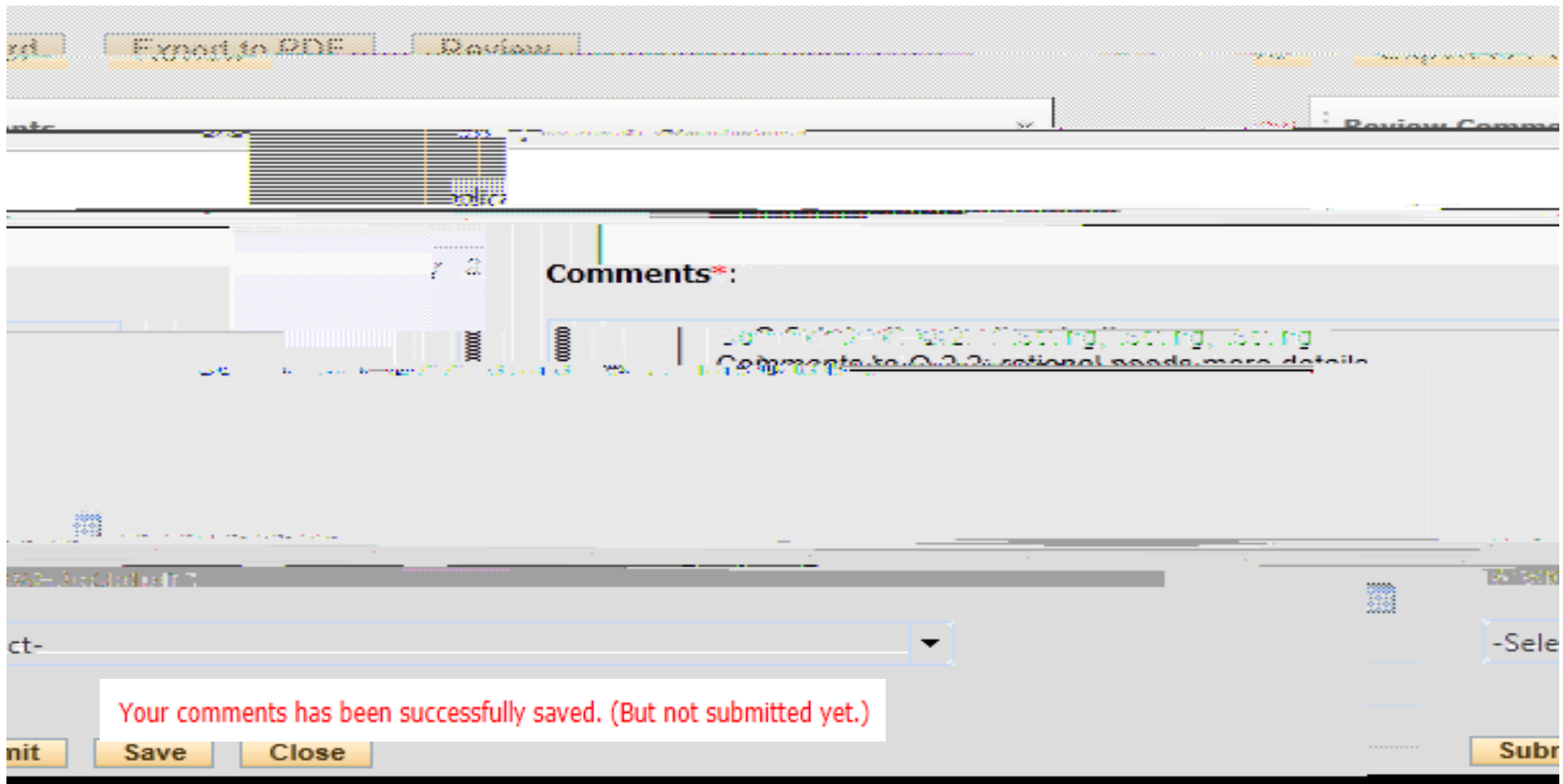
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- To start entering your comments, click on the “Review” button on top of the screen.



# Entering & Saving Review Comments

- When you save your comments, a message in red font will appear on the “Review Comments” screen informing you that your comments have been saved but not submitted.





# Entering, Saving & Submitting Review Comments

A screenshot of a web application interface. At the top, there is a header with the text 'File No: 605500', 'Project Title: Test GPER Application - Echapp 6\_2012', 'Project Work Flow Status: GPER Review', and 'Application Form: GPER APPLICATION FORM (ACTU)'. Below this is a green bar with the word 'CLEARANCE' in the center. A toolbar contains buttons for 'Close', 'Print', 'Export to Word', 'Export to PDF', and 'Review'. Below the toolbar is a blue bar with the text 'NOTE: You are in View mode. Click the review button to enter review mode.' The main content area is mostly blacked out. A red-bordered box on the right side contains the text 'Once you are done reviewing the application'.

File No: 605500 Project Title: Test GPER Application - Echapp 6\_2012 Project Work Flow Status: GPER Review Application Form: GPER APPLICATION FORM (ACTU)

CLEARANCE

Close Print Export to Word Export to PDF Review

NOTE: You are in View mode. Click the review button to enter review mode.

Info Project Team Info GPER APPLICATION FOR

Once you are done reviewing the application

# Entering, Saving & Submitting Review Comments



- The Chair – or, Primary Reviewer – is the only person who has the “Review Decision” field and drop down menu on their “Review Comments” screen.

The screenshot shows the "Review Comments" interface. At the top, there is a header bar with the text "Review Comments". Below this, there is a section labeled "Comments:" followed by a text area. At the bottom of the screen, there is a "Review Decision:" label followed by a dropdown menu. The dropdown menu is open, showing the following options: "Select...", "Application Rejected", "Approved as delegated", and "Resubmit / Request Review / Withdraw". A red box highlights the dropdown menu and the text above it.

As the Primary Reviewer, you are responsible for

- Select...
- Application Rejected
- Approved as delegated
- Resubmit / Request Review / Withdraw



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Need assistance/have a question?

Contact the TRAQ Helpdesk

(613) 533-6004, ext 77433  
[traq@queensu.ca](mailto:traq@queensu.ca)