

Kuali Tips:

1) *Who can create an application/amendment?*

All Researchers (once recognized by the system) can create application/amendments. Initially, we were told that PIs needed to start an application/amendment but the system allows for grad students to create the protocol. Once the undergrad students and/or lab managers have been recognized by the system (they have logged into the system) then they would also be able to create the protocol. **Only the PI can submit the application/amendment when ready for review.**

Remember, this is an online platform so you can be anywhere in the world and submit the application/amendment when it is ready as long as you have internet access.

2) *Amending an imported record*

When submitting an amendment for an imported record (ORE numbers in the 30000 series) you need to do the same as for an amendment for a record that was started in the new ethics system (ORE numbers in the 40000 series). But additionally, you need to update the application type from 'imported record' to the appropriate type, most likely 'Standard Application'. This will cause all the sections to appear and have the headings listed in the left navigation field. Just add the changes to the sections that apply. **DO NOT update all the sections with information from the previous Form 101.**

3) *Versions – what does this mean?*

At the top of the 'Manage Protocol' page of your protocol you can see the list of the different versions. By clicking the drop down arrow you can look at all the different versions that have been done for this protocol. If you are wanting to see the comments from the Reviewer for a submitted amendment click the drop down arrow and look for the most recent version titled '(Revisions required)'. This will display the feedback from the Reviewer.

If later on and you have submitted multiple amendments you may want to view what has been done previously. This will bring up each of those versions for you to view.

4) *TCPS2 information*

Please make sure that the correct date of completion is inputted to the record in the 'People' section. It is not sufficient to just indicate 'Yes' to completion of the tutorial. If you have your certificate, please upload. This is not currently mandatory but will become mandatory later on. You can obtain your certificate from the TCPS website. I am not able to locate that information or your password. My recommendation would be to locate it and download it to a file on your computer to be used when creating an application/amendment.

5) *I do not see my Honours student listed when adding research team members. Do I add them as an external investigator?*

No, they are not to be added as an external investigator. Have the Honours student/lab manager log into the system and then log out again. The system will now recognize them and you will be able to add them to the research team in the 'People' section.

6) *My PI cannot see the application/amendment?*

Make sure that you give all the Researchers accessing the protocol permissions (either 'Full Access' or 'Read only'). Without these permissions Researchers are not able to view the protocol in their accounts.

7) *The PI submitted the application/amendment but I did not get to view it first.*

Be mindful of the Research team and ensure that all Researchers (PIs, Collaborators, Co-Investigators, and Student Investigators) all have the opportunity to review the protocol

before it is submitted for ethical review. This was the same when we used the paper forms as well in the old system. It was the responsibility of the grad student and/or PI to ensure that all the research team had reviewed the protocol before it was submitted.

8) *Selection of recruitment sources*

Please make sure that you select Sona Recruitment Pool in the 'Recruitment' section if your study will be recruiting from Sona. This will display the table where the Sona Description can be uploaded.

9) *Uploading documents*

Please upload documents in PDF format. Otherwise, the Reviewer needs to save the document to their device when reviewing and then delete the document from their device after. This is a tedious process for the Reviewer.

10) *Highlight changes/updates*

Make sure that all your changes/updates are highlighted on your documents so that it is clear for the Reviewer.

11) *The record seems to be lagging. Can this be fixed?*

The recommended browser for Kualu is Chrome. Some Researchers have discovered that using other browsers does create this problem. If at all possible try to use Chrome when accessing Kualu.