

# **Ethics Applications for Honours Thesis**



# Checklist for submitting your Ethics Application

*(see Honours Thesis Handbook)*



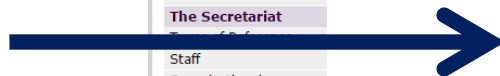
- ✓ Step 1 TCPS2 (CORE) Ethics Tutorial
- ✓ Step 2 Create an ethics application
- ✓ Step 3 Research Proposal
- ✓ Step 4 Oral Presentation
- ✓ Step 5 Receive Full Ethics Clearance
- ✓ Step 6 Amendments

# Step 1

## TCPS2 (CORE) Ethics Tutorial

<http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>

Go to the URL above  
and click on this link to  
start tutorial



The screenshot shows the website for the Panel on Research Ethics. At the top, there are logos for the Government of Canada and the Government of Canada in French, along with the Canada wordmark. The main header features a red maple leaf and the text "Panel on Research Ethics" with the website URL "www.pre.ethics.gc.ca". Below this is a navigation bar with links for "Français", "Home", "Contact Us", "Help", "Search", and "canada.gc.ca". The main content area is titled "The TCPS 2 Tutorial Course on Research Ethics (CORE)". It includes a description of the course as a self-paced, media-rich learning experience. A prominent purple button labeled "TCPS 2: CORE TUTORIAL" is visible, with a note below it stating "Best viewed at a screen resolution of 1280 x 720 pixels." Below the button, there is a section titled "Two new modules have been released in .pdf format:" followed by two bullet points: "Module 9 - Research Involving the First Nations, Inuit and Métis Peoples of Canada" and "Module 10 - Multi-Jurisdictional Research". At the bottom, there is a notice about registration difficulties: "The tutorial is experiencing difficulties with registration. We are working to resolve the issue as soon as possible. We apologize for the inconvenience. For assistance, please send your contact information to [Webgrants@SSHRC-CRSH.gc.ca](mailto:Webgrants@SSHRC-CRSH.gc.ca)."

*This tutorial must be completed BEFORE an ethics application is submitted.*

# Step 2 – Create an ethics application

You must received Full Clearance **before** data collection can start

To create/complete an ethics application your Faculty Supervisor will need to start the application.

Log in at the Office of Research Ethics' website at:

<https://uwaterloo.ca/research/office-research-ethics/research-ethics-system-login>

A training guide is also available from this web page.

The screenshot shows the University of Waterloo Research Ethics System login page. The header includes the University of Waterloo logo and navigation links: ADMISSIONS, ABOUT WATERLOO, FACULTIES & ACADEMICS, OFFICES & SERVICES, SUPPORT WATERLOO, and a search icon. The main heading is "RESEARCH". The page content includes a navigation menu on the left with options like Home, Research excellence, About research, Find and manage funding, Forms, Research ethics, Research integrity, Research with animals, Research with human participants, Research using tissue or bodily fluids, Research Ethics and Integrity Advisory Committee, Research ethics system login, Research ethics system training, Technology transfer and commercialization, INFORMATION FOR Faculty, and Industry. The main content area is titled "Research Ethics System login" and contains a "LOG IN TO THE RESEARCH ETHICS SYSTEM" button. Below the button, there is a message: "Log into the system using your WatIAM credentials. If you are not a UWaterloo member, please contact researchethics@uwaterloo.ca to request access." There is also a section for "Records from the previous system" with a message: "Active records in the previous system have been migrated to the new Research Ethics System and mapped to the Principal Investigator (PI)/Faculty Supervisor's WatIAM account. Student investigators, or other member of the research team, may not see the application when logging in. Please work with your PI to be added to an application. The PI will need to open the application, select amend, and add you to the People section. The PI must also select 'full access' if you will be creating amendments in the system. For further instructions, please review the training guide for locating records from the previous system." There are also sections for "Questions" (Contact researchethics@uwaterloo.ca) and "Training" (View upcoming drop-in sessions, View the Research Ethics System training guide).

To be added to the system you must first log in using your WatIAM credentials.

**Honours Thesis students are not to be added as external investigators**

You can then complete the application / amendment.

Only your Faculty supervisor can submit the application / amendment.



Login to Kuali SaaS

WatIAM ID

Password

[Forgot your password?](#)

Don't Remember Login

Login

The University of Waterloo SAML Identity provider (IdP) provides federated authentication to services available to the University of Waterloo. Ensure that you logout and exit your browser when finished.

# Step 2 – The Research Ethics System training guide

The screenshot shows the top navigation bar with the University of Waterloo logo and links for Admissions, About Waterloo, Faculties & Academics, Offices & Services, and Support Waterloo. Below this is a grey header with the word "RESEARCH" in bold. A left sidebar contains a menu with categories like Home, Research excellence, About research, Find and manage funding, Forms, Research ethics (with sub-items like Research integrity, Research with animals, etc.), Technology transfer and commercialization, and INFORMATION FOR Faculty and Industry. The main content area is titled "Research Ethics System training guide" and includes sections for "Getting started" (with links for Logging in, Locating records from previous system, and Navigating the system), "Creating an application" (with links for Beginning the application, Choosing an application type, Viewing the full application, Answering application questions, and Uploading files), "Submitting an application" (with a link for Submitting an application), and "Amending an application". Two buttons are visible: "VIEW THE TRAINING GUIDE" and "VIEW THE IMPORTED RECORDS GUIDE". A red arrow points from the "Viewing the full application" link to the "Beginning the application" page shown in the next screenshot.

The training guide for the New Research Ethics System (available at <https://uwaterloo.ca/research/office-research-ethics/research-ethics-system-login/research-ethics-system-training-guide>) provides information on getting started in the system, creating an application, and amending an application.

The Faculty Supervisor is to be listed as the Principal Investigator and needs to submit the application/amendment for review.

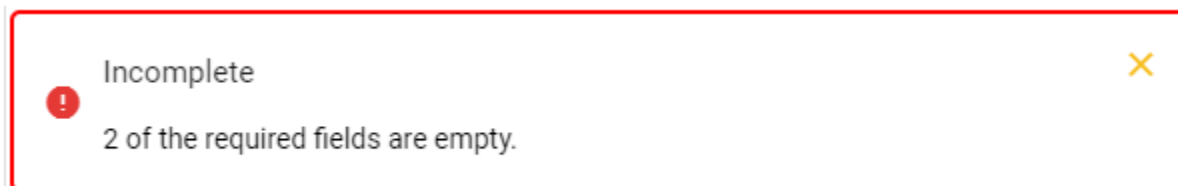
## NO PAPER

This screenshot shows the "Beginning the application" page. It features a "New Protocol" button and a dropdown menu with "Animals" and "Humans" options. Below this, there is a text input field for the "Principal Investigator / Faculty Supervisor" and a "Department" dropdown menu. The page includes instructions on how to start a new application and a note that many questions provide additional information to guide the user through the process.

## Step 2 – Submitting the ethics application

- ❖ The Faculty Supervisor submits the application. Please contact them when this process is ready to be completed.

If there are any errors, the Faculty Supervisor will be notified at the top of the application.



- ❖ Once the application has been submitted by the Faculty Supervisor (listed as a Principal Investigator), the DERC Officer will assign it for review.
- ❖ Once submitted, you can check the status of the application at the top of the application.

Submission Type	Review Type	Status	Time in Current Status
New		Submitted for Review	Since July 22 – a few seconds

# Step 3

## Research Proposal

- Reviewed/approved by Supervisor

# Step 4

## Oral Presentation

- *To receive departmental approval of project*

# Step 5

## Receipt of ORE Full Clearance

- Data collection may begin

**WARNING!! Allow 3 – 4 weeks to obtain Full Ethics Clearance**

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ADMISSIONS ABOUT WATERLOO FACULTIES & ACADEMICS OFFICES & SERVICES SUPPORT WATERLOO

SEARCH

## RESEARCH

Provide feedback on new Tri-Agency research fund by August 27

Home

- Research excellence >
- About research >
- Find and manage funding >
- Forms >
- Research ethics >
- Technology transfer and commercialization >

**INFORMATION FOR**

- Faculty >

### Ideas start here

Ideas start at the University of Waterloo, and the Office of Research helps convert ideas into opportunity.

The Office of Research is the university's central point connecting scientists on campus or associated with Waterloo to opportunities for [funding](#) and a variety of services, including [commercialization](#). Office of Research staff support researchers through the many phases of research including [ethics review](#) and [managing funds](#).

Research is an integral and intensive area at Waterloo. In 2016-17, faculty, staff, and students attracted more than \$205 million from public and private sources to fund research across a spectrum of

HAVE YOU DISCLOSED YOUR IP?  
**Find out how**

OUR PEOPLE  
**CONTACT US**

**FUNDING OPPORTUNITIES**

# Step 6 – Submitting an Amendment

UNIVERSITY OF WATERLOO

ADMISSIONS ABOUT WATERLOO FACILITIES & ACADEMICS OFFICES & SERVICES SUPPORT WATERLOO SEARCH

## RESEARCH

Home

Research > Research ethics > Research ethics system login >

### Research Ethics System training guide

View the PDF versions of the training materials:

- VIEW THE TRAINING GUIDE
- VIEW THE IMPORTED RECORDS GUIDE

#### Getting started

- Logging in
- Locating records from previous system
- Navigating the system

#### Creating an application

- Beginning the application
- Choosing an application type
- Viewing the full application
- Answering application questions
- Uploading files

#### Submitting an application

- Submitting an application

#### Amending an application

- Beginning an amendment
- Making an update
- Submitting an amendment
- Abandoning an amendment
- Renewing and amending simultaneously (animal)

**Amendment** – used if revisions are necessary after Full Clearance obtained.

An Amendment involves updating the application on the system.

Instructions can be found in the training guide at <https://uwaterloo.ca/research/beginning-amendment>.

All revised materials must be uploaded to the system in the appropriate section(s).

- Add a line and then drag and drop the documents.
- It is recommended that the documents be in PDF format.

Other Attachments

Attachments Columns

ATTACHMENT	NAME	ATTACHMENT TYPE
1 APPLICATION.PDF		



# Exemptions

*We no longer offer exemptions to an existing protocol.*

- A **new application IS REQUIRED** even if the project involves supplemental or re-analysis of **existing** data.
- You must be identified as a 'Student Investigator' and your Faculty Supervisor is to be identified as the 'Principal Investigator'.
- For the level of research select 'Undergraduate (honours) thesis' in the 'General details' section of the application.

Please contact the **DERC Officer** if you have any questions.

# REG/Sona

If you will be using the Sona Participant pool you will need to:

- Step 1: Complete TCPS2 (CORE) Ethics Tutorial  
<http://pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>
- Step 2: Complete the Sona Full Researcher Training Session  
(see REG website <https://uwaterloo.ca/research-experiences-group/researchers/reg-dates> )
  - Submit your email requesting session date to [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca)
    - Include your supervisor's name and identify that you are an Honours Thesis student
- Step 3: Create your Study on Sona
  - Guidelines posted at  
<https://uwaterloo.ca/research-experiences-group/researchers/sona-study-creation-approval-visibility>

## NOTE:

Do you need REG/Sona Prescreen question(s) and/or Mass Testing scale(s)?

- Discuss this with your supervisor (i.e. - need to recruit specific groups)
- Advise/discuss with REG Coordinator early on
  - Don't wait until the term when you are planning to collect data as these surveys are created in advance of each term

# Contact Info

## REG/Sona (credit/pay studies)

- REG Coordinator/Sona Administrator
  - Michelle Manios [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca)
- REG Researchers' Homepage
  - <https://uwaterloo.ca/research-experiences-group/researchers>
- Full Researcher Training Sessions (mandatory even if completed RA training)
  - Email the REG administrator requesting session date (at [regadmin@uwaterloo.ca](mailto:regadmin@uwaterloo.ca))

## Psych Delegated Ethics Review Committee (DERC)

- DERC Officer: Michelle Manios [mamanios@uwaterloo.ca](mailto:mamanios@uwaterloo.ca)

## Office of Research Ethics (ORE)

- ORE Research Ethics: Joanna Eidse [jeidse@uwaterloo.ca](mailto:jeidse@uwaterloo.ca)  
Vanessa Buote [vanessa.buote@uwaterloo.ca](mailto:vanessa.buote@uwaterloo.ca)

## PSYCpool (pay studies)

- PSYCpool Coordinator: Michelle Manios, [psycpool@uwaterloo.ca](mailto:psycpool@uwaterloo.ca)