

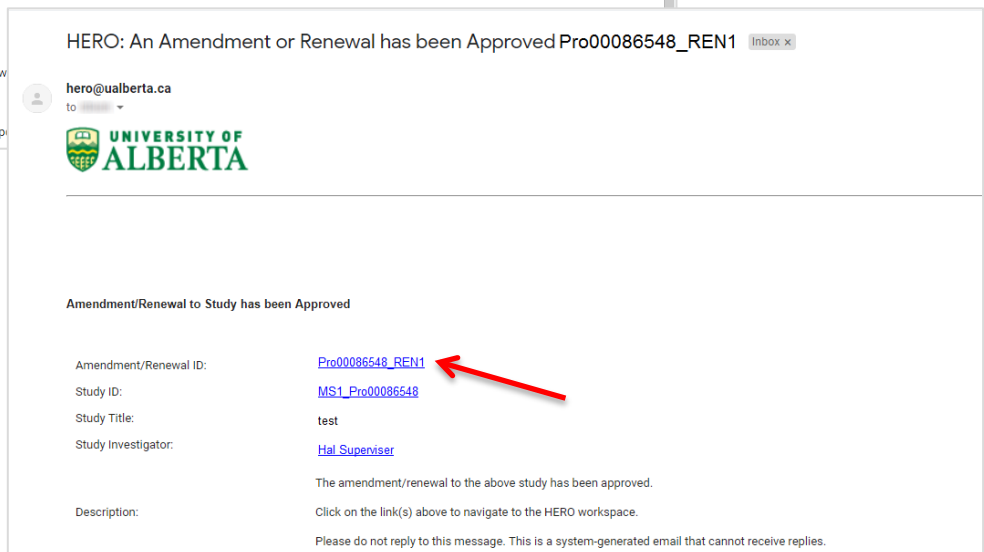
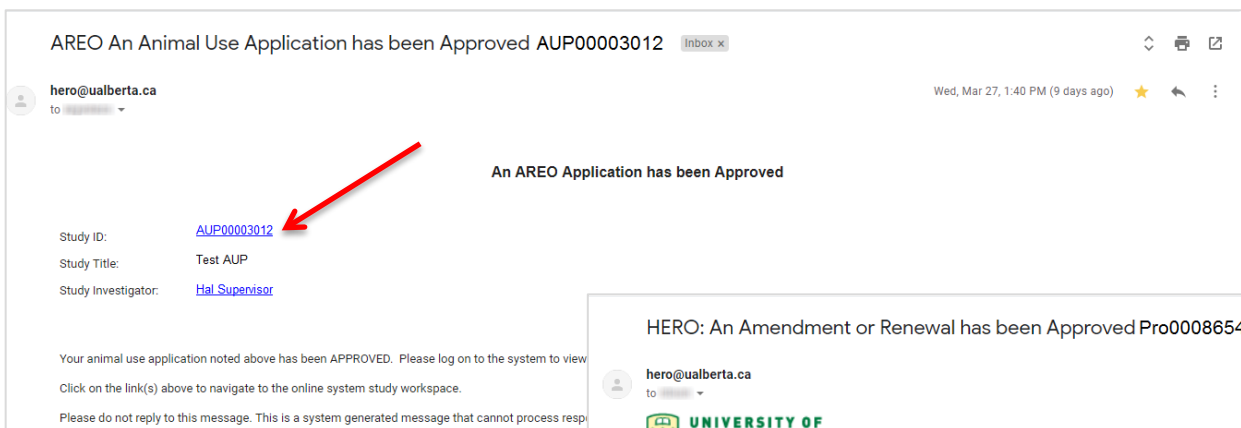
How To...

Find, Save or Print Your Approval Letter

When your study (or amendment/renewal) is approved, you will receive an email notification from the online system. The email notification provides a link directly to the system workspace where you can access the approval letter. You can also log into the system and navigate to the approval letter.

Procedure: Using the Email Notification

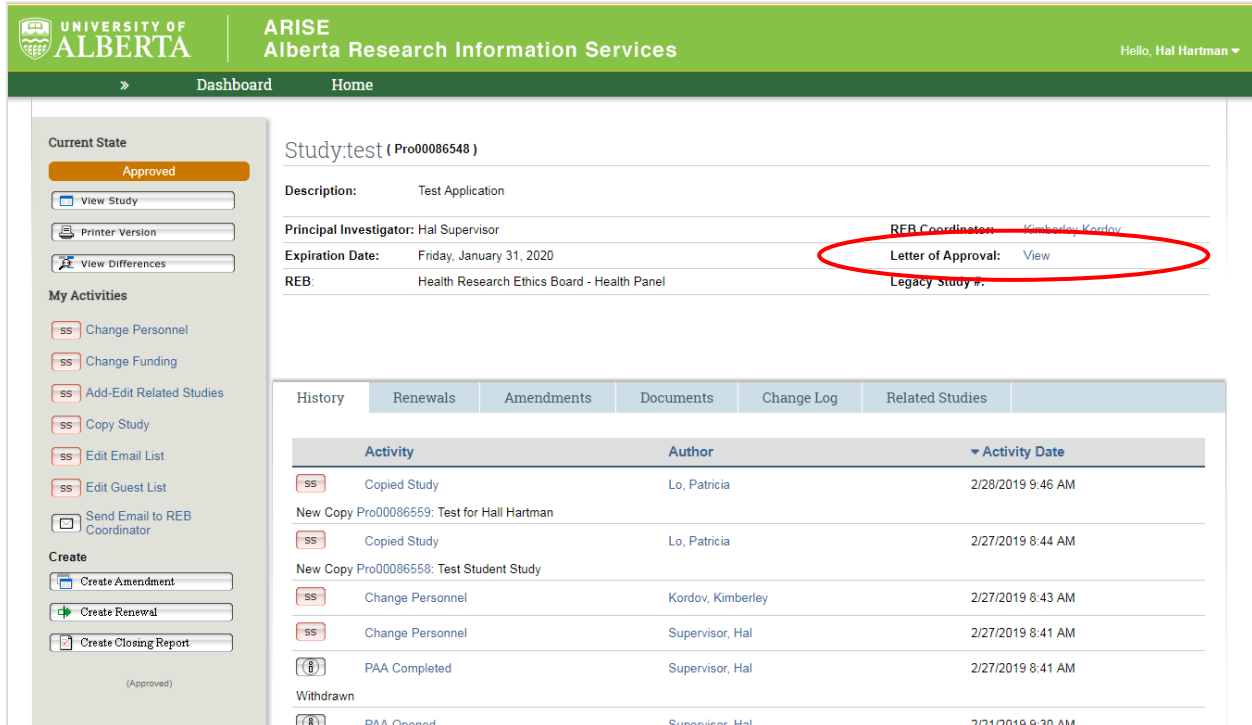
1. From the email notification you received, click on the “Study ID” (for initial approval) or “PAA ID” (for subsequent amendment or renewal approval) link. You will be taken directly to the correct workspace in the system to access the approval letter.



2. Continue to *Step 2* below for initial approval letter or *Step 4* below for amendment or renewal (PAA) approval letters.

Procedure: Navigating to the Approval Letter

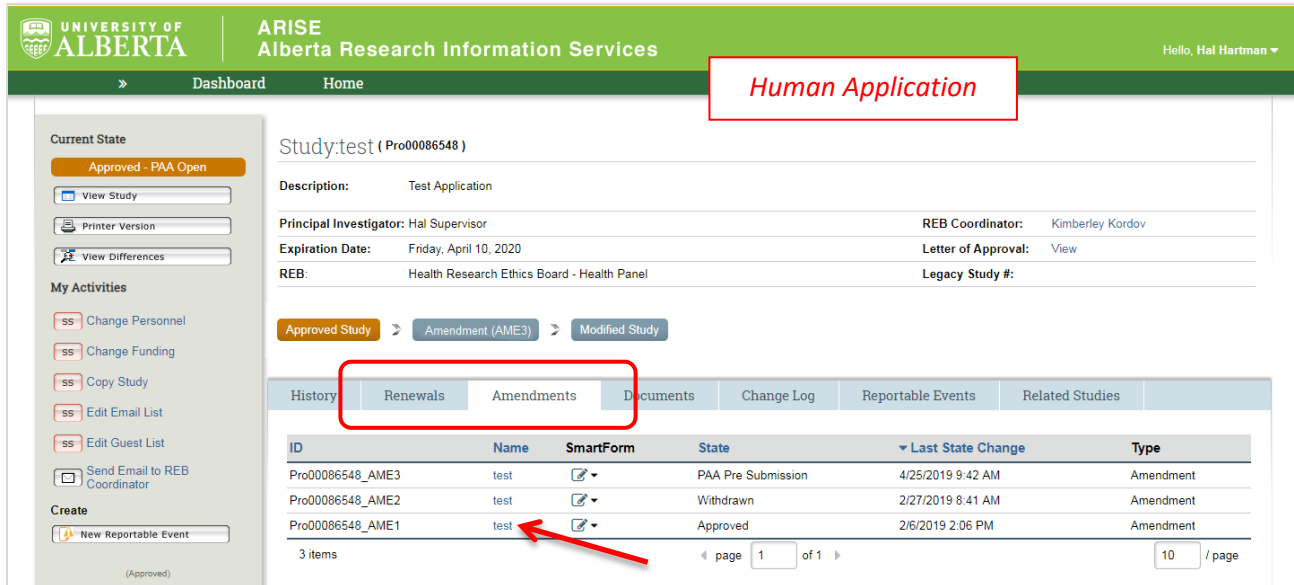
1. Select the study from the Human tab or Animal tab in your Dashboard.
2. The *initial* approval letter can be found in the main space of the study, as shown below. Click “View” and the approval letter will open in a new window. Continue to the next section: Save or Print Approval Letter.



The screenshot shows the ARISE Alberta Research Information Services dashboard. The top navigation bar includes the University of Alberta logo, the text 'ARISE Alberta Research Information Services', and a user greeting 'Hello, Hal Hartman'. Below the navigation bar, there are tabs for 'Dashboard' and 'Home'. The main content area displays details for a study titled 'Study:test (Pro00086548)'. The study is currently in an 'Approved' state. Key information includes: Description: Test Application; Principal Investigator: Hal Supervisor; Expiration Date: Friday, January 31, 2020; REB: Health Research Ethics Board - Health Panel. A red circle highlights the 'Letter of Approval: View' link. Below this information is a 'History' table with tabs for Renewals, Amendments, Documents, Change Log, and Related Studies. The table lists various activities such as 'Copied Study', 'Change Personnel', and 'PAA Completed' with their respective authors and dates.

Activity	Author	Activity Date
Copied Study	Lo, Patricia	2/28/2019 9:46 AM
New Copy Pro00086559: Test for Hall Hartman		
Copied Study	Lo, Patricia	2/27/2019 8:44 AM
New Copy Pro00086558: Test Student Study		
Change Personnel	Kordov, Kimberley	2/27/2019 8:43 AM
Change Personnel	Supervisor, Hal	2/27/2019 8:41 AM
PAA Completed	Supervisor, Hal	2/27/2019 8:41 AM
Withdrawn		
PAA Opened	Supervisor, Hal	2/21/2019 9:30 AM

- Amendment and Renewal approval letters are found in their respective “workspaces” in the system. The easiest way to access these workspaces is to use the Amendment or Renewal tabs (human application), or the PAAs tab (animal use application). Click the name of the amendment or renewal and you will be taken to that workspace.



Human Application

Study:test (Pro00086548)

Description: Test Application

Principal Investigator: Hal Supervisor

Expiration Date: Friday, April 10, 2020

REB: Health Research Ethics Board - Health Panel

REB Coordinator: Kimberley Kordov

Letter of Approval: View

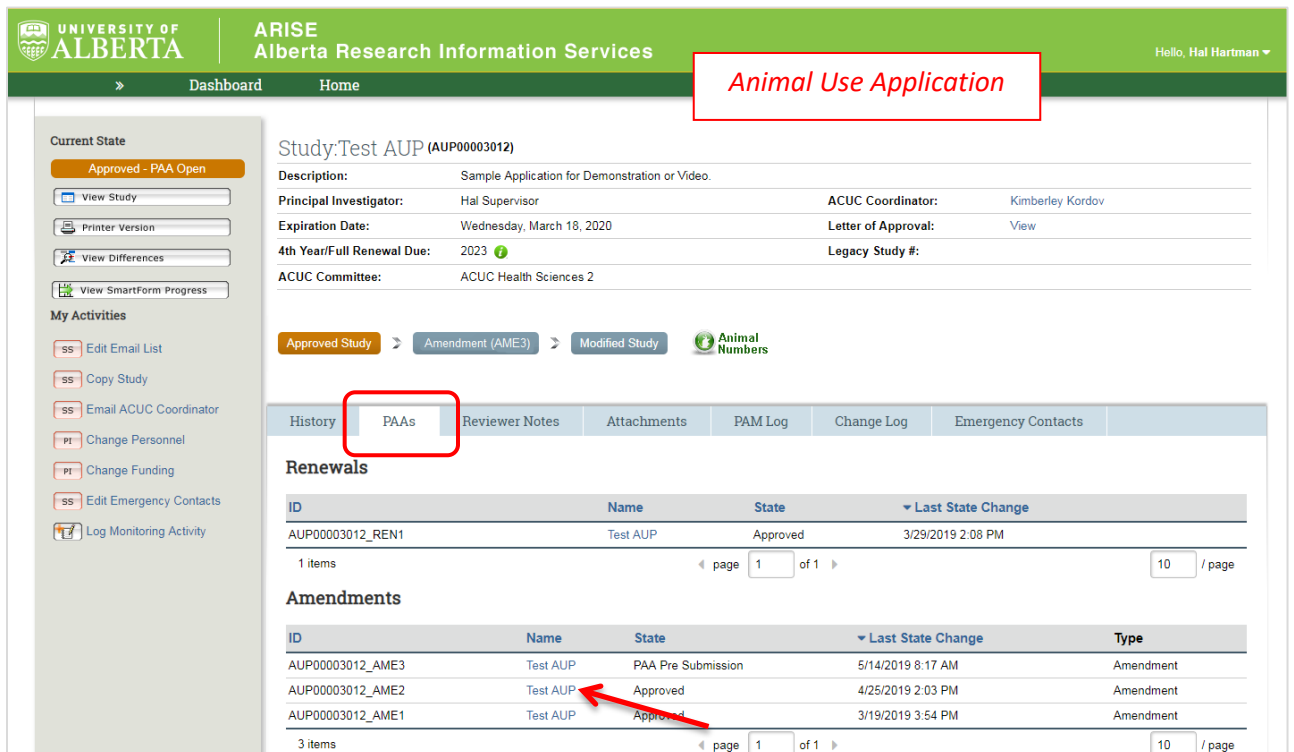
Legacy Study #:

Approved Study > Amendment (AME3) > Modified Study

History Renewals Amendments Documents Change Log Reportable Events Related Studies

ID	Name	SmartForm	State	Last State Change	Type
Pro00086548_AME3	test		PAA Pre Submission	4/25/2019 9:42 AM	Amendment
Pro00086548_AME2	test		Withdrawn	2/27/2019 8:41 AM	Amendment
Pro00086548_AME1	test		Approved	2/6/2019 2:06 PM	Amendment

3 items page 1 of 1 10 / page



Animal Use Application

Study:Test AUP (AUP00003012)

Description: Sample Application for Demonstration or Video.

Principal Investigator: Hal Supervisor

Expiration Date: Wednesday, March 18, 2020

4th Year/Full Renewal Due: 2023

ACUC Committee: ACUC Health Sciences 2

ACUC Coordinator: Kimberley Kordov

Letter of Approval: View

Legacy Study #:

Approved Study > Amendment (AME3) > Modified Study

History PAAs Reviewer Notes Attachments PAM Log Change Log Emergency Contacts

Renewals

ID	Name	State	Last State Change
AUP00003012_REN1	Test AUP	Approved	3/29/2019 2:08 PM

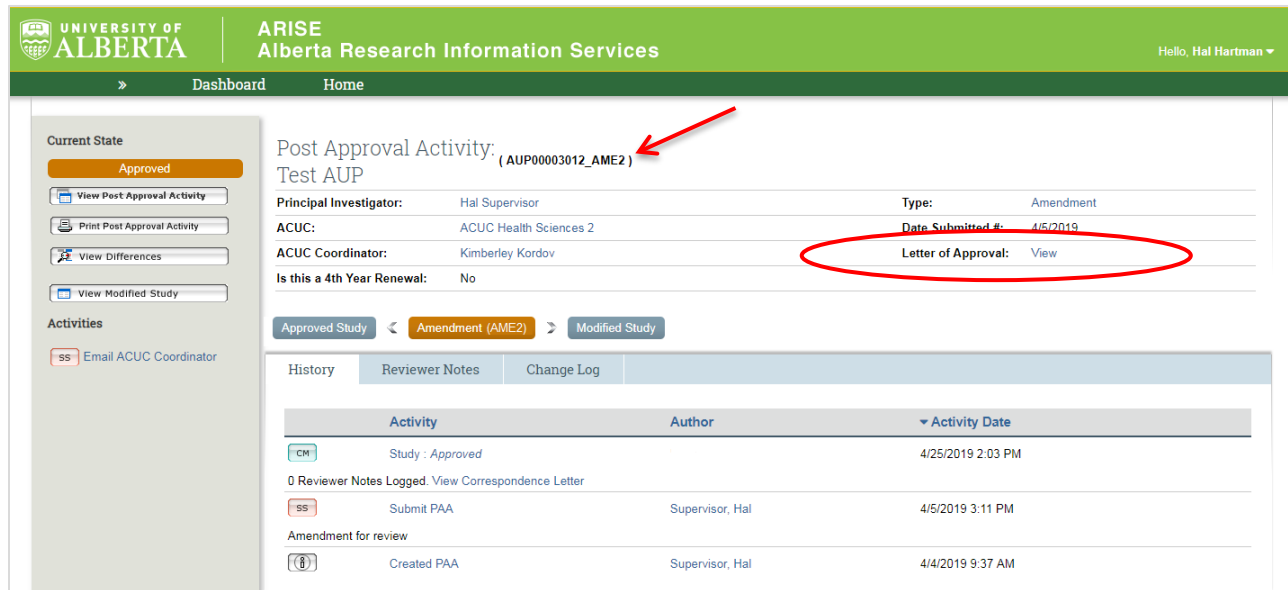
1 items page 1 of 1 10 / page

Amendments

ID	Name	State	Last State Change	Type
AUP00003012_AME3	Test AUP	PAA Pre Submission	5/14/2019 8:17 AM	Amendment
AUP00003012_AME2	Test AUP	Approved	4/25/2019 2:03 PM	Amendment
AUP00003012_AME1	Test AUP	Approved	3/19/2019 3:54 PM	Amendment

3 items page 1 of 1 10 / page

- Once inside the correct PAA workspace, you can locate the approval letter as shown below. Click “View” and the approval letter will open in a new window.



UNIVERSITY OF ALBERTA | ARISE Alberta Research Information Services | Hello, Hal Hartman

Dashboard Home

Current State
 Approved

- View Post Approval Activity
- Print Post Approval Activity
- View Differences
- View Modified Study

Activities
 Email ACUC Coordinator

Post Approval Activity: (AUP00003012_AME2) *Test AUP*

Principal Investigator: Hal Supervisor Type: Amendment
 ACUC: ACUC Health Sciences 2 Date Submitted #: 4/5/2019
 ACUC Coordinator: Kimberley Kordov Letter of Approval: View
 Is this a 4th Year Renewal: No

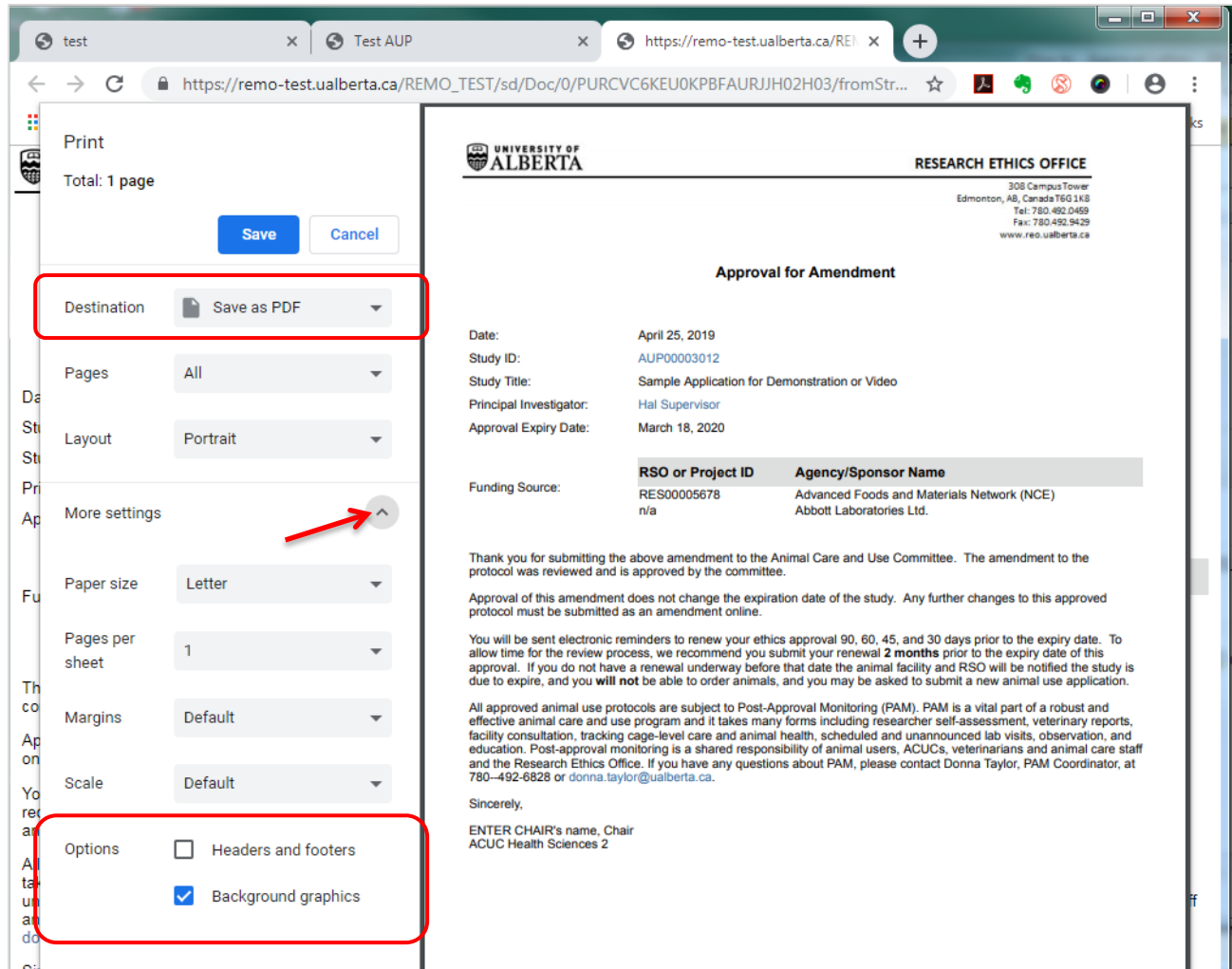
Approved Study < Amendment (AME2) > Modified Study

History Reviewer Notes Change Log

Activity	Author	Activity Date
Study : Approved		4/25/2019 2:03 PM
0 Reviewer Notes Logged. View Correspondence Letter		
Submit PAA	Supervisor, Hal	4/5/2019 3:11 PM
Amendment for review		
Created PAA	Supervisor, Hal	4/4/2019 9:37 AM

Procedure: Save or Print Approval Letter

1. Once the approval letter has opened in a new window, select Print in your browser menu. Google Chrome browser is recommended as it has the ability to create a PDF of the letter (“Save as PDF”).



2. Set the “Destination” to your local printer to print the letter, or set to “Save as PDF” to create a PDF of the letter.
3. Under “More settings”, check “Background graphics” to print the letterhead and footer.
4. Click “Print” or “Save” (as applicable).

Notes on Other Browsers:

- In Internet Explorer: select Print, then Page Setup. Check “Print Background Colors and Images” and click OK.
- In Firefox: select Print, Page Setup, and check “Print Background (colors & images)”
- In Edge: not possible to print background, so letterhead will not be printed. We do not recommend using Edge to print or save approval letters.

If you have any difficulties with the processes outlined above, please contact the Research Ethics Office by email (reoffice@ualberta.ca) or call 780-492-0459.