University of Manitoba | Research Ethics and Compliance

Creating a Follow On Submission in RAS
A Companion Guide: Personnel Changes

Follow on submissions include changes to study personnel, amendments (changes) to approved protocols, annual renewals, protocol closures, and reporting unanticipated issues and events (REB event).

TCPS2 (Art. 2.8) states that ethics review must continue throughout the study to ensure that all stages are ethically acceptable. This guide provides clarifications and helpful tips to ensure compliance with the requirements of continuing research ethics review within the RAS system. Not all questions in the Research Administration System (RAS) system are included as not all questions require further clarification. Please refer to this information as you craft your responses. The text in **black** is the question you will respond to. The direction in **green** clarifies what the Research Ethics Board (REB) is asking for. The direction in **blue** provides information relating to changing additional protocol material. Text in **red** denotes things you should not do.

NOTE: As you move through the tabs, you will see a number of "Yes" or "No" questions. Your responses may open additional tabs or text boxes which require your attention. If you change your answer to the "Yes" or "No" questions, these tabs or text boxes may disappear. Any responses you entered will not be saved.
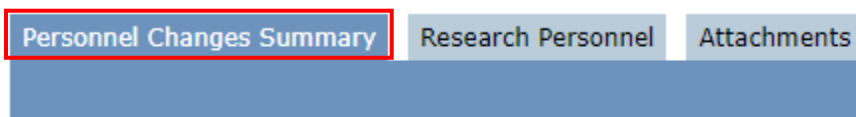
TIP: Changes made to the approved protocol may require edits to multiple sections of/attachments to the protocol. You must make all appropriate changes before submitting your request.

As the system's text boxes do not allow for formatting, we recommend using spacing and capital letters to create headings.

Contents

PERSONNEL CHANGE

Personnel Changes Summary	Research Personnel	Attachments

NOTE: Do not use the Personnel Change function if the PI is changing. You must submit an "Amendment" instead.

- Please provide a brief summary of the requested changes

- o Briefly describe the personnel changes you are making and provide the reasons for these changes.
- Does this change affect documents participants will see (ie. recruitment poster, consent form)?
  - o If 'Yes', attach new versions of the documents in the attachments tab (e.g., consent forms, recruitment material, debriefing forms, interview questions). The only changes to these documents should be the addition/removal of personnel. Any other changes should be made through an amendment.
  - o changes.

MIGRATED PERSONNEL CHANGE

Amendment / Personnel Changes Summary	Research Personnel	Attachments

Information under this section is **only for protocols that were approved before the launch of RAS in June 2020**. These protocols will have an HS designation and an identifier that starts with P, J, E, R1 or R2.

NOTE: If you are changing your protocol and personnel, click the 'Amendment' option.

NOTE: If you have manual attachments that you are updating or replacing, you must replace the previous versions with new ones. Do not upload new versions as new attachments.

Migrated Protocol Personnel Change:
- Please provide a brief summary of the requested changes
  - o Briefly describe the personnel changes you are making and provide the reasons for these changes.
- Does this change affect documents participants will see (ie. recruitment poster, consent form)?
  - o If 'Yes', attach new versions of the documents in the attachments tab. The only changes to these documents should be the addition/removal of personnel. Any other changes should be made through an amendment.