



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.

	AREO An Animal Use Application has been Approved AUP	000030	012 Inbox ×	
	hero@ualberta.ca to v			Wed, Mar 27, 1:40 PM (9 days ago) 🛧 🔹 :
	An AREO Ap	plicatio	n has been Approved	
	Study ID: AUP00003012			
	Study Title: Test AUP			
	Study Investigator: Hal Supervisor			
			HERO: An Amendment or	Renewal has been Approved Pro00086548_REN1 Inter ×
	Your animal use application noted above has been APPROVED. Please log on to the system to vie	w	have Qualification on	
	Click on the link(s) above to navigate to the online system study workspace.		to -	
	Please do not reply to this message. This is a system generated message that cannot process res	р	UNIVERSITY OF	
Study ID: AUP00003012				
			Amendment/Renewal to Study has been A	pproved
			Amendment/Renewal ID:	Pro00086548 REN1
		An AREO Application has been Approved been APPROVED. Please log on to the system to view Ine system study workspace. system generated message that cannot process resp Immediment/Renewal to Study has been Approved Amendment/Renewal to Study has been Approved Study ID: MS1_Proc0008548_REN1 The amendment/renewal to the above study has been approved The amendment/renewal to the above study has been approved Description: Click on the link(s) above to navigate to the HERO works		MS1_Pro00086548
			Study Title:	test
			Study Investigator:	Hal Superviser
				The amendment/renewal to the above study has been approved.
			Description:	Click on the link(s) above to navigate to the HERO workspace.
				Please do not reply to this message. This is a system-generated email that cannot receive replies.

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.

ALBERTA	ARISE Alberta Research In	formation Services			Hello, Hal Hartman		
» Dashboa	ard Home						
Current State	Study:test (Pro00086548) Description: Test Applic	ation					
Printer Version	Principal Investigator: Hal Superv	visor		REB Coordinatori	Kimberley, Kordov		
Differences	Expiration Date: Friday, Jan	uary 31, 2020		Letter of Approval:	View		
My Activities	REB: Health Res	search Ethics Board - Health Panel		Legacy Study #.			
ss Change Personnel							
ss Add-Edit Related Studies	History Renewals	Amendments Documents	Change Log	Related Studies			
ss Copy Study							
ss Edit Email List	Activity	Author		▼ Acti	ivity Date		
ss Edit Guest List	ss Copied Study	Lo, Patricia		2/28/20	019 9:46 AM		
Send Email to REB	New Copy Pro00086559: Test for	r Hall Hartman					
Create	SS Copied Study	SS Copied Study Lo, Patricia			2/27/2019 8:44 AM		
Create Amendment	New Copy Pro00086558: Test St	udent Study					
💠 Create Renewal	Change Personnel	Kordov, Kim	berley	2/27/20	019 8:43 AM		
Create Closing Report	SS Change Personnel	Supervisor,	Supervisor, Hal		019 8:41 AM		
(Amazaran)	PAA Completed	Supervisor,	Hal	2/27/20	019 8:41 AM		
(Approved)	Withdrawn						
	PAA Opened	Supervisor.	Hal	2/21/20	019 9:30 AM		



3. 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.

ALBERTA A	Services			1	Hello, Hal Hartman -		
» Dashboard	» Dashboard Home				Application		
Current State	Study:test (Pro00086548)						
Approved - PAA Open	Description: Test Applica	tion					
Printer Version	Principal Investigator: Hal Supervi	sor			REB Coordinato	r: Kimberley Kordo	v
View Differences			Letter of Approv	al: View			
My Activities	REB: Health Rese	EB: Health Research Ethics Board - Health Panel Legacy Study #					
ss Change Personnel	Approved Study > Amendm	ent (AME3) 🗲 🔊	Modified Study				
ss Copy Study	History Renewals	Amendment	s Documents	Change Log	Reportable Events	Related Studies	
ss Edit Guest List	D	Name S	SmartForm St	ate	▼ Last State Chang	je T	ype
Send Email to REB Coordinator	Pro00086548_AME3	test	III ▼ PA	A Pre Submission	4/25/2019 9:42 AM	А	mendment
Create	Pro00086548_AME2	test	lar w	thdrawn	2/27/2019 8:41 AM	Α	mendment
New Reportable Event	Pro00086548_AME1	test	le Ap	proved	2/6/2019 2:06 PM	A	mendment
(Approved)	3 items			page 1 of 1 🕨			10 / page

ALBERTA	RISE Iberta Research I	nformation Services			Hello, Hal Hartman
» Dashboard	Home		Animal	Use Application	
Current State Approved - PAA Open View Study Printer Version	Study:Test AUP (A) Description: Principal Investigator: Expiration Date:	JP00003012) Sample Application for Demonstration or Vi Hal Supervisor Wednesday, March 18, 2020	deo.	ACUC Coordinator: Kimberley H Letter of Approval: View	Kordov
View Differences	4th Year/Full Renewal Due:	2023 👔		Legacy Study #:	
View SmartForm Progress	ACOC Committee:	ACCC Health Sciences 2			
SS Edit Email List SS Copy Study SS Email ACUC Coordinator PT Change Personnel PT Change Funding	Approved Study > Am History PAAs Renewals	endment (AME3) > Modified Study Reviewer Notes Attachments	Animal Numbers PAM Log	Change Log Emergency Contac	ts
ss Edit Emergency Contacts	ID	Name	State	▼ Last State Change	
Log Monitoring Activity	AUP00003012_REN1	Test AUP	Approved	3/29/2019 2:08 PM	
	1 items Amendments		◀ page 1 of 1	Þ	10 / page
	ID	Name State		▼ Last State Change	Туре
	AUP00003012_AME3	Test AUP PAA Pre S	ubmission	5/14/2019 8:17 AM	Amendment
	AUP00003012_AME2	Test AUP Approved		4/25/2019 2:03 PM	Amendment
	AUP00003012_AME1	Test AUP Approved	<u> </u>	3/19/2019 3:54 PM	Amendment
	3 items		✓ page 1 of 1	Þ	10 / page

4. 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.

ALBERTA	ARISE Alberta Research Information Services			Hello, Hal Hartman 🔻		
» Dashboa	rd Home					
Current State	Post Approval Activity: (AUP00003012_AME2)					
View Post Approval Activity	Principal Investigator: Hal Supervisor		Type: Amendment			
Print Post Approval Activity	ACUC: ACUC Health Sciences 2	Date Submitted #: 4/5/2019				
View Differences	ACUC Coordinator: Kimberley Kordov	Letter of Approval: View	>			
View Modified Study	Is this a 4th Year Renewal: No					
Activities	Approved Study Kamendment (AME2) Kodified Study					
ss Email ACUC Coordinator	History Reviewer Notes Change Log					
	Activity	Author				
	CM 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	Amendment for review				
	4/4/2019 9:37 AM					

Procedure: Save or Print Approval Letter

 Once the approval letter has opened in a new window, select Print in your browser menu. <u>Google Chrome</u> browser is recommended as it has the ability to create a PDF of the letter ("Save as PDF").

C	test	×	Test AUP	×	https://remo-test.ua	lberta.ca/REN × +					x		
~	→ C 🕯	https://remo-test.ua	lberta.ca/REM	D_TEST/sd/Doc/0/PURC	VC6KEU0KPBFAURJJI	H02H03/fromStr 🛧	🗾 🧏 🧠	8	0	Θ	:		
	Print Total: 1 page			WILVERSITY OF ALBERTA		RESE	ARCH ETHICS (OFFICE			ks		
		Save	Cancel		Approva	I for Amendment	Tel: 78 Fax: 78 www.reo.	0.492.0459 0.492.9429 ualberta.ca					
	Destination	Save as PDF	-	P. J.									
Da Sti	Pages	All	•	Date: Study ID: Study Title: Principal Investigator:	Ite: April 25, 2019 udy ID: AUP00003012 udy Title: Sample Application for Demonstration or Video incipal Investigator: Hal Supervisor								
Sti Sti	Layout	Portrait	Ŧ	Approval Expiry Date:	March 18, 2020								
Pri Ap	More settings		7^	Funding Source:	RSO or Project ID RES00005678 n/a	Agency/Sponsor Name Advanced Foods and Mate Abbott Laboratories Ltd.	rials Network (NCI	E)					
Fu	Paper size	Letter	-	Thank you for submitting the above amendment to the Animal Care and Use Committee. The amendment to the protocol was reviewed and is approved by the committee. Approval of this amendment does not change the expiration date of the study. Any further changes to this approved protocol must be submitted as an amendment online.									
Th	Pages per sheet	1	-	Protocol must be submitted as an amenument omme. You will be sent electronic reminders to renew your ethics approval 90, 60, 45, and 30 days prior to the expiry date. To allow time for the review process, we recommend you submit your renewal 2 months prior to the expiry date of this approval. If you do not have a renewal underway before that date the animal facility and RSO will be notified the study is due to expire, and you will not be able to order animals, and you may be asked to submit a new animal use annication									
co Ap	Margins	Default	-	All approved animal use pri effective animal care and u facility consultation, trackin education. Post-approval m	otocols are subject to Post-A se program and it takes man g cage-level care and animal nonitoring is a shared respon	pproval Monitoring (PAM). PAM y forms including researcher so I health, scheduled and unanno sibility of animal users, ACUCs	A is a vital part of a elf-assessment, ve ounced lab visits, o , veterinarians and	a robust a aterinary r observatio d animal o	nd eports, on, and care sta	ſſ			
Yo	Scale	Default	•	Donna Taylor, PAN	M Coordin	ator, at							
ret an Al ta- un an do	Options	Headers and footBackground graph	ers nics	ENTER CHAIR's name, Ch ACUC Health Sciences 2	sair						ff		
Sir													

- 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 <u>Internet Explorer</u>: select Print, then Page Setup. Check "Print Background Colors and Images" and click OK.
- In <u>Firefox</u>: select Print, Page Setup, and check "Print Background (colors & images)"
- In <u>Edge</u>: 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 (<u>reoffice@ualberta.ca</u>) or call 780-492-0459.