



## IWK Research & Innovation Advancement Research Ethics

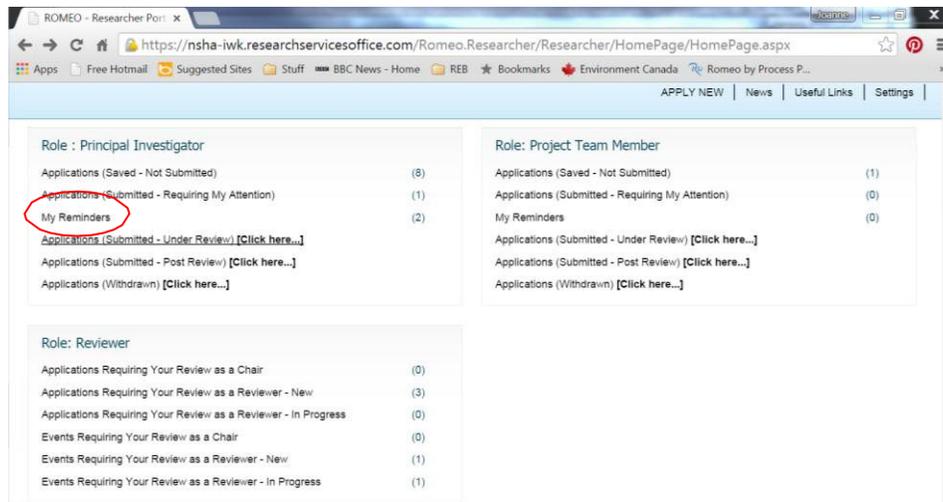
### ROMEO Researcher Portal – Annual Renewals

Requests for Annual Renewals should now be submitted electronically to the REB via the ROMEO Research Portal.

If you have not already logged in the ROMEO Research Portal, please refer to the '*Registering in the ROMEO Researcher Portal & Introduction to Managing Study Review Activities*' document on our [Research Ethics page](#).

To login into the ROMEO Researcher Portal [click here](#).

**My Reminders** – Displays pending annuals and other administrative reminders. The Research Ethics Office (REO) will continue to send reminder emails when your study is ready for renewal prompting researchers to log in as needed.



The reminder for annual renewals becomes visible 30 days in advance. To view upcoming reminders click 'My Reminders'. All reminders for IWK and NSHA will be visible and will display reminders for both the Certification (ethics) and Awards (finance). The reminder email from Research Services will normally be sent approximately 6 weeks in advance there the upcoming study will not yet display in 'My Reminders'.

Overdue reminders are shown in red and need to be acted on immediately.

File No	Title	Status	Application Form Name	Milestones	Latest Submission
1020093	Test Study to Attach to Certification Side	Active	(Awards/Awards)	2015/07/16 Renewal Due	Event Category: New Approval Process Status: Pending Submitted by Dr. Joanne Street on 2015/07/15
1020172	Test Run	Active	BWK NON-INTERVENTIONAL STUDY - Ethics Application Form (EAF) (Certification) Human Ethics	2015/09/16 Renewal Due	Event Category: New Approval Process Status: Submitted by Researcher Submitted

To submit the Annual Renewal Request click 'Events' and either:

- select 'IWK Annual Renewal Request' from the table,

Event Form Name	Description
Acknowledgement Request	Letters/notifications from the study team, sponsor, etc. that require an acknowledgement that the REB has received specific information. Examples would include: studies on placed hold, or reactivated; studies closed to accrual/enrollment, status updates, etc. Can also be used to submit external SAE Summary Tables.
Amendment Request	This includes research protocols, ethics application forms, consent forms/addendums, research team contact pages, supporting materials, and product information.
Annual Renewal Request	REB approval will expire on the last day of the specified approval period, normally effective for 1 year. To ensure continuing approval, an Annual Approval Request is required 4-6 weeks prior to the expiry date. If approval expires all study activities must cease immediately, and the REB may close your file.

Or

- Scroll down to 'Related Reminders' at the bottom of the page. The related reminders displays a list of all outstanding 'Milestones' (the ROMEO term for reminders) pending for this study. In the far right column under related forms select 'IWK Annual Renewal Request'.

Milestone	Due Date	Comments	Sponsor	Event	Related Forms
Renewal Due	2015/09/16		N/A	Renewal	<ul style="list-style-type: none"> <li>NSHA Annual Renewal Request</li> <li>IWK Annual Renewal Request</li> </ul>

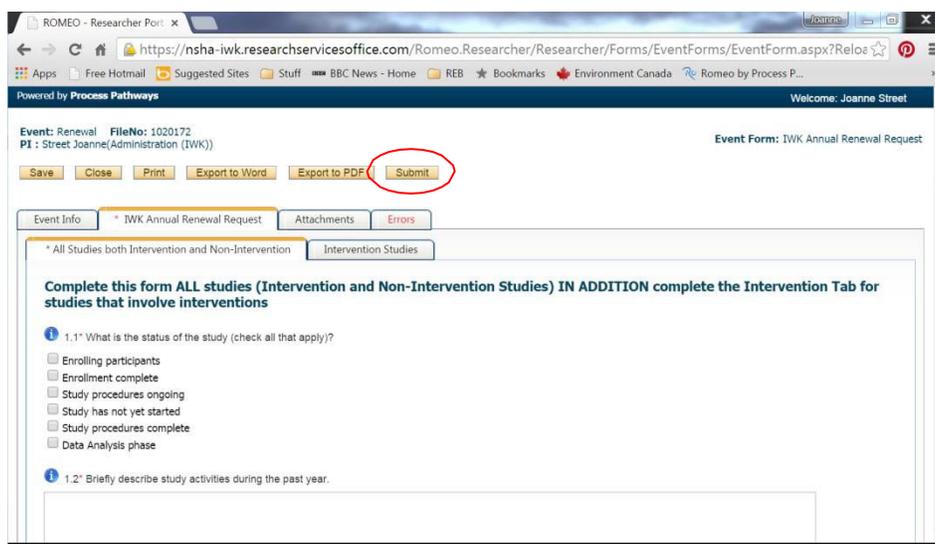
If a study due for renewal does not yet show in the 'My Reminders' section researchers can still submit an event to renew the study. Simply find the study in 'Applications (Submitted – Post Review)'. Once found click 'Events' in the first column and chose 'IWK Annual Renewal Request' from the table. Complete the form and submit for review and approval.

The electronic "form" may be created and Saved by any member of the research team. Final submission (Click "Submit") should be done by the Principal Investigator as this serves as the PI's electronic "signature". If the PI is unable to complete the final "Submit" step, you may include an attachment of the PI Letter or PI supporting email indicating PI approval of the renewal request (in lieu of signature).

Once the Annual Renewal Request form has been opened you will see four tabs that need to be completed.

- **Event Info Tab** – The note field is provided to record any extra information relevant to the renewal
- **IWK Annual Renewal Request Tab** – main application forms
  - Includes two sub-tabs, one for ALL studies and one for Intervention studies only
  - All questions with a red asterisk \* must be completed
- **Attachments Tab** – upload any documents relevant to the renewal
- **Errors Tab** – Errors in the application will prevent Submission, for example incomplete asterisk \* items.

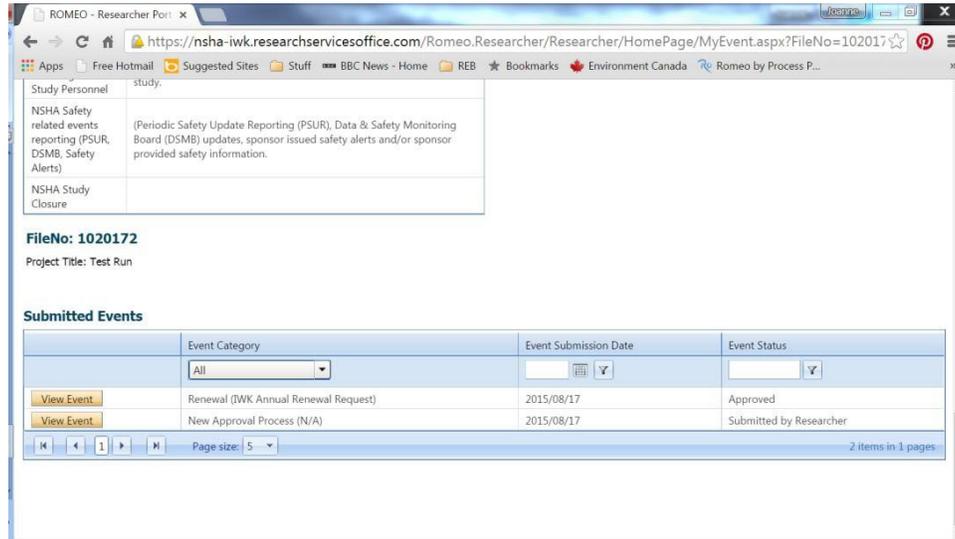
When the form has been completed and there are no remaining errors in the form it can be submitted. Click the 'Submit' button.



The screenshot shows a web browser window with the URL <https://nsha-iwk.researchservicesoffice.com/Romeo.Researcher/Researcher/Forms/EventForms/EventForm.aspx?Relos>. The page is titled "Event Form: IWK Annual Renewal Request" and includes a "Submit" button circled in red. The form content includes a header with "Event: Renewal FileNo: 1020172" and "PI : Street Joanne(Administration (IWK))". Below the header are buttons for "Save", "Close", "Print", "Export to Word", "Export to PDF", and "Submit". The main content area has tabs for "Event Info", "IWK Annual Renewal Request", "Attachments", and "Errors". The "IWK Annual Renewal Request" tab is active, showing a sub-tab for "Intervention Studies". The form instructions state: "Complete this form ALL studies (Intervention and Non-Intervention Studies) IN ADDITION complete the Intervention Tab for studies that involve interventions". The form includes two questions: "1.1\* What is the status of the study (check all that apply)?" with checkboxes for "Enrolling participants", "Enrollment complete", "Study procedures ongoing", "Study has not yet started", "Study procedures complete", and "Data Analysis phase"; and "1.2\* Briefly describe study activities during the past year." with a text input field.

Once submitted, the event will be displayed in the 'Submitted Events' section. You may open it to view details but it cannot be edited.

When approval has been granted the study will no longer be displayed in 'My Reminders'.



If the study is to be CLOSED, do not submit the Annual Renewal Request, complete the IWK Study Closure Form.