

RESEARCHER MANUAL

SUBMITTING A RESEARCH ETHICS STUDY CLOSURE FORM

Please submit a Research Ethics Study Closure Form (Event Form) when you need to close your approved Research Ethics application.

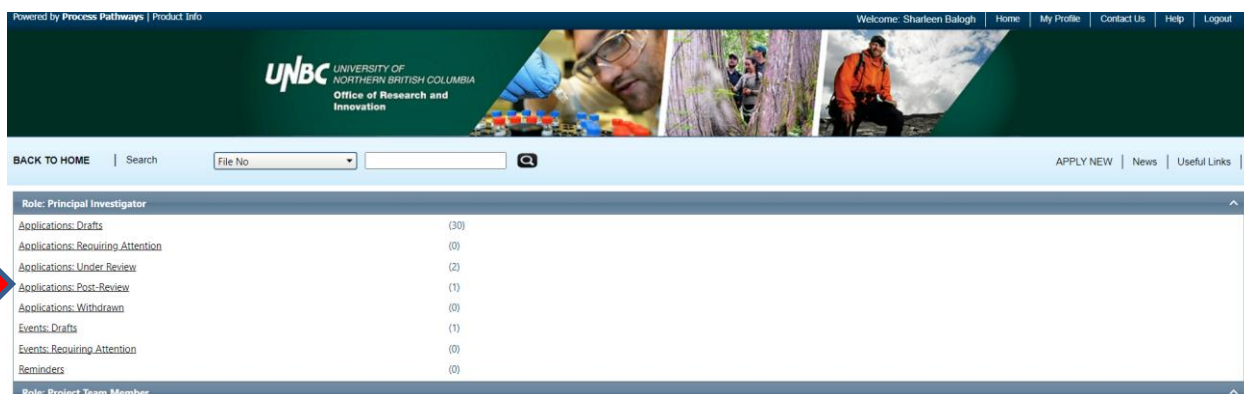
Please note: Romeo is compatible with Internet Explorer, Firefox, Microsoft Edge, Google Chrome and Safari. If you have any problems or questions, please contact the Office of Research and Innovation at research@unbc.ca.

1. To access Romeo, go to <https://unbc.researchservicesoffice.com> and click on “Research Portal” (see below). You will also find a link to ROMEO along with self-help and reference materials on the UNBC Office of Research and Innovation website (https://www2.unbc.ca/office-research-and-innovation/romeo-research-portal#Romeo_Forms). This link will take you directly to the login page (Step 2).



2. Login using your UNBC credentials (username@unbc.ca) and password. If you do not have a Romeo account, contact the Office of Research and Innovation at research@unbc.ca. You may be required to verify your identity with the mobile device “Authenticator” app or MFA Hardware Token issued by UNBC ITS to verify your identity, so please ensure that you have this available when you login.

3. The Research Ethics Study Closure Form can be accessed as an event form. To access event forms, click on the “**Applications: Post-Review**” link on your Romeo home page (see below).



You will be brought to a screen (similar to the one below), which lists your previous applications, and the options available for each application. Click on the “Events” button next to the relevant application.

The screenshot shows the UNBC Office of Research and Innovation application management interface. At the top, there's a header with the UNBC logo and navigation links like 'BACK TO HOME', 'Search', and 'File No'. Below the header, there's a table listing applications. The first application is 'Test application' by 'Ms. Sharleen Balogh'. A red arrow points to the 'Events' button located below the application name.

A screen will open (similar to the one below), which lists all of the available event forms for that application. Click on the “Research Ethics Study Closure Form” to open it.

The screenshot shows the 'Create New Event' screen. It features a table with two columns: 'Event Form Name' and 'Description'. The table lists several forms, including 'Research Ethics Board Amendment Form', 'Research Ethics Board Unanticipated Problem Form', 'Research Ethics Board Annual Renewal and Study Progress Form', and 'Research Ethics Board Study Closure Form'. A red arrow points to the 'Research Ethics Board Study Closure Form'.

4. You will be brought to a screen similar to the one below. Under the “Event Info” tab, you can enter general comments and notes in the “Note(s)” text box (red arrow below). Click “Save” before moving to the next tab (blue arrow below). At any time, you can save your application and continue working on it at a later time. It is always good practice to save your application before changing tabs or leaving the application for an extended period of time.

The screenshot shows the 'Event Info' tab of the application form. At the top, there's a header with 'Event: Study Closure', 'File No: 0090230', and 'Ref No: 2429'. Below the header, there's a table with 'Event Form Name' and 'Description'. The table lists several forms, including 'Research Ethics Board Amendment Form', 'Research Ethics Board Unanticipated Problem Form', 'Research Ethics Board Annual Renewal and Study Progress Form', and 'Research Ethics Board Study Closure Form'. A blue arrow points to the 'Save' button, and a red arrow points to the 'Note(s)' text box.

5. Proceed to the “Research Ethics Board Study Closure Form” tab. This tab includes event-specific questions to assess the closure request. Answer the questions on the “Study Completion”, “Study Changes and Unanticipated Problems”, “Dissemination of Results”, and “In-Person Research Activities with Increased Risk of Communicable Diseases” sub-tabs (red rectangle below).

NOTE: fields marked with a red asterisk (*) are mandatory, but please answer all questions relevant to your event form submission.

Event: Study Closure File No: 6009230 - Ref No : 2429
PI : Wilson Tracy(Office of Research and Innovation)
Project Title : Testing Romeo

Event Form: Research Ethics Board Study Closure Form

Save Close Print Export to Word Export to PDF Submit

Event Info Research Ethics Board Study Closure Form Attachments Logs Errors

Please use "Add Attachment" button at the bottom of this page to attach all necessary support documents for your Research Ethics Study Closure Form application. Ensure to use a consistent and informative naming convention for each document file name, including a version number.

Add Attachment

NOTE: The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 10MB.

6. Proceed to the “**Attachments**” tab. This tab allows you to upload any related attachments. Click the “**Add Attachment**” button at the bottom of the page to attach documents (red arrow below).

Event: Study Closure File No: 6009230 - Ref No : 2429
PI : Wilson Tracy(Office of Research and Innovation)
Project Title : Testing Romeo

Event Form: Research Ethics Board Study Closure Form

Save Close Print Export to Word Export to PDF Submit

Event Info Research Ethics Board Study Closure Form Attachments Logs Errors

Please use "Add Attachment" button at the bottom of this page to attach all necessary support documents for your Research Ethics Study Closure Form application. Ensure to use a consistent and informative naming convention for each document file name, including a version number.

Add Attachment

NOTE: The maximum individual attachment size is 10MB. All attachments larger than 10MB will stall the system, and your data may be lost. However, you may upload multiple attachments, provided that each is no larger than 10MB.

A pop-up window will open. To upload an attachment, click the “**Browse**” button (red arrow below). Enter a **Description**, if applicable. Enter the date of submission as the “**Version Date**”. Under the “**Doc Agreement**” pull-down menu, select the type of document you are uploading (Information Letter, Consent Form, Research Proposal, etc.). Click on “**Add Attachment**” (blue arrow below).

Upload Attachment

Description:

Upload Attachment: Browse

Allowed File Types:
jpg, jpeg, png, gif, doc, docx, xls, xlsx, txt, pdf, ppt, pptx, zip, rar, mp3, mp4

Allowed File Size: 10 MB

Version Date:

Doc Agreement: --Select One--

Add Attachment Cancel

Click “**Save**” to save the information on this page.

7. **“Logs”** tab. There is no information to be entered in this section. You can toggle between **“Event Workflow Log”** and **“Event Log”** (red rectangle below) to see where your application is at in the approval process and to see any log activity.

Event: Study Closure File No: 0000230 - Ref No: 2429
PI: Wilson Tracy (Office of Research and Innovation)
Project Title: Testing Romeo

Save Close Print Export to Word Export to PDF Submit

Event Info Research Ethics Board Study Closure Form Attachments Logs Errors

Event Workflow Log Event Log

Timestamp	Activity Log	Workflow State	Workflow Message	User	Role/Group
No records to display.					

8. **“Errors”** tab. This section will show you where there are errors in your application form. All errors must be corrected before you are able to submit your application.

Event: Study Closure File No: 0000230 - Ref No: 2429
PI: Wilson Tracy (Office of Research and Innovation)
Project Title: Testing Romeo

Save Close Print Export to Word Export to PDF Submit

Event Info Research Ethics Board Study Closure Form Attachments Logs Errors

Research Ethics Board Study Closure Form -> 1. Study Completion: 1.1 Date of Study Completion is required.
Research Ethics Board Study Closure Form -> 1. Study Completion: 1.2 Please provide the reason for the completion of this study is required.
Research Ethics Board Study Closure Form -> 1. Study Completion: 1.3 Has all participant data collection been completed? is required.
Research Ethics Board Study Closure Form -> 1. Study Completion: 1.4 Are there any further contacts expected to occur with research participants that would alter research outcomes (e.g., transcript review, withdrawal of data from study, consultation regarding interpretation of study results)? is required.
Research Ethics Board Study Closure Form -> 1. Study Completion: 1.7 Was data collected with broad consent for future secondary use? is required.
Research Ethics Board Study Closure Form -> 1. Study Completion: 1.9 Total number of participants that were enrolled in the study, is required.
Research Ethics Board Study Closure Form -> 1. Study Completion: 1.10 Have there been any participant withdrawal? is required.
Research Ethics Board Study Closure Form -> 2. Study Changes and Unanticipated Problems: 2.1 Summarize any minor changes made to the study since the most recent approval, in keeping with TCPS2 Article 6.16. Attach any changed participant facing documents. is required.
Research Ethics Board Study Closure Form -> 2. Study Changes and Unanticipated Problems: 2.2 Have there been any unanticipated problems associated with this research? is required.
Research Ethics Board Study Closure Form -> 3. Dissemination of Results: 3.1 Is data analysis complete (i.e., there is no further requirement for access to personally identifiable information)? is required.
Research Ethics Board Study Closure Form -> 3. Dissemination of Results: 3.2 Please describe the final dissemination/storage of each research related data format (e.g., recordings, transcripts, field notes, surveys, consent forms, linkage keys, etc.). is required.
Research Ethics Board Study Closure Form -> 3. Dissemination of Results: 3.4 Have the plans to distribute results back to the participants been completed (i.e., as described in 5.8 of the approved application)? is required.
Research Ethics Board Study Closure Form -> 3. Dissemination of Results: 3.5 Please describe any variations made to the derived distribution of results reported back to participants, and explain why the variation was necessary. is required.
Research Ethics Board Study Closure Form -> 3. Dissemination of Results: 3.6 Please indicate if you have any further dissemination activities, stating any new dissemination avenues (e.g., to targeted specific knowledge users), is required.
Research Ethics Board Study Closure Form -> 4. In Person Research Activities with Increased Risk of Communicable Diseases: 4.1 Since the most recent ethics approval, has there been any new information or changes in the Public Health Officer's ongoing updates and recommendations that impact this study? is required.

9. **Final Processes.** Click to **“Save”** the information entered in your application. You can also choose to **“Print”**, **“Export to Word”**, or **“Export to PDF”** your application.

Event: Study Closure File No: 0000230 - Ref No: 2429
PI: Wilson Tracy (Office of Research and Innovation)
Project Title: Testing Romeo

Save Close Print Export to Word Export to PDF Submit

Event Info Research Ethics Board Study Closure Form Attachments Logs Errors

Notes

10. When you are ready, click to **“Submit”** your Study Closure Form to the Office of Research and Innovation.

Event: Study Closure File No: 0000230 - Ref No: 2429
PI: Wilson Tracy (Office of Research and Innovation)
Project Title: Testing Romeo

Save Close Print Export to Word Export to PDF Submit

Event Info Research Ethics Board Study Closure Form Attachments Logs Errors

Notes