

# How to submit an amendment to a previously approved Ethics application

For:  
End of project reports  
Progress reports  
Renewal of Ethics approval

## Click on Applications: Post-Review

The dashboard features the KPU logo, a navigation bar with icons for research, and a search bar. A dropdown menu for 'Role: Principal Investigator' is open, showing the following options and counts:

Role	Count
Applications: Drafts	(0)
Applications: Requiring Attention	(0)
Applications: Under Review	(0)
Applications: Post-Review	(4)
Applications: Withdrawn	(0)
Events: Drafts	(1)
Events: Requiring Attention	(0)
Reminders	(0)

## Click on the “Events” tab of the Project you want to submit an amendment for (2018-XX)

The screenshot shows a table of projects with the following columns: File No., View, Clone, Events, and Latest Workflow. The first two rows are visible:

File No.	View	Clone	Events	Latest Workflow
102456	[View]	[Clone]	[Events]	[Latest Workflow]
102997	[View]	[Clone]	[Events]	[Latest Workflow]

## Under “Create New Event”, click on the 4<sup>th</sup> row, “Ethics –Request to Amend an Application

The 'Create New Event' form displays a list of event types. The 4th row is selected:

Event Form Name	Description
Course Based Research (CBR) Completion Report	CBR is student research that takes place as a requirement of an official KPU course. CBR Research Ethics Board (REB) approval is only granted for minimal risk projects. Instructors take responsibility for the CBR undertaken by their students and must ensure that all students in the course have completed the TCPS online tutorial and that data collected by students are managed, retained and disposed of according to TCPS guidelines. (Section 5.3) CBR approval is granted to individual instructors for the duration of the official course outline – normally a period of 5 years - or until the CBR project is terminated or the nature of the CBR requirement or instructor changes. If an instructor plans to continue the same or different type of minimum risk CBR project beyond the approval period, a new application for CBR approval must be submitted to the REB. In addition to securing REB approval for any minimum risk course based student research, instructors are also required to fill out this completion report annually.
Ethics - End of Project Report	
Ethics - Progress Report	
Ethics - Request to Amend an Application	

File No: 102456

Provide all necessary information in the 4 tabs including details of the changes you wish to make to the application. All questions in red asterisk are compulsory, if you omit any questions, this will be flagged in the “Errors” tab.

The bottom section of the application form includes the following elements:

- Buttons: Save, Close, Print, Export to Word, Export to PDF, Submit
- Tabs: Event Info, \* Ethics - Request to Amend an Application, Attachments, Logs, Errors
- Text area: Note(s)