

## Modifying an Approved Study in the Research Portal

The ethics board must review and approve any modifications made to previously approved research. These revisions should not be implemented until approval has been received.

1. Log in to the Research Portal:  
MacEwan Faculty/Staff [here](#).  
Students/External Researcher [here](#).
2. You can view your submitted applications in the workflow by selecting the appropriate choice under your role as PI or Project Team Member:

BACK TO HOME

Role: Principal Investigator

[Applications: Drafts](#)

[Applications: Requiring Attention](#)

[Applications: Under Review](#)

[Applications: Post-Review](#)

[Applications: Withdrawn](#)

[Events: Drafts](#)

[Events: Requiring Attention](#)

[Reminders](#)

3. Choose “Applications Post-Review” to access your approved/open protocols.
4. To submit an event form, click the “events” button for the corresponding application that you are submitting the event for.

	File No	Project Title	
	<input type="text"/> ▼	<input type="text"/> ▼	
<a href="#">View</a> <a href="#">Clone</a> <a href="#">Events</a>	100115	Clone of AUP Research Application Test for December Meeting	M S
<a href="#">View</a> <a href="#">Clone</a> <a href="#">Events</a>	100114	TEST AUDF REPORT FUNCTION March 14	M S
<a href="#">View</a> <a href="#">Events</a>	100109	REB APRIL EVENT FORMS REVIEW	M S

- Choose the appropriate **Modification** form from the list of event forms, and fill in the questions as appropriate to your study. Note that there are different modification forms for standard and course-based projects.

REB event forms:

Event Form Name
<a href="#">Standard Research Ethics Board (REB) Modification Form</a>
<a href="#">Standard Research Ethics Board (REB) Renewal Form</a>
<a href="#">Standard Research Ethics Board (REB) Closure Form</a>
<a href="#">Course-Based Research Ethics Board (REB) Modification Form</a>
<a href="#">Course-Based Research Ethics Board (REB) Renewal Form</a>
<a href="#">Course-Based Research Ethics Board (REB) Closure Form</a>
<a href="#">Research Ethics Board (REB) Adverse Event Reporting Form</a>

AREB event forms:

Event Form Name
<a href="#">Animal Use Protocol (AUP): Annual Research Renewal Form</a>
<a href="#">Animal Use Protocol (AUP): Annual Teaching/Display Renewal Form</a>
<a href="#">Animal Use Protocol (AUP): Modification Form</a>
<a href="#">Animal Procurement Form</a>
<a href="#">Animal Incident Reporting and Resolution Form: Animal Mortality, Morbidity, and Welfare</a>
<a href="#">Animal Use Protocol (AUP): Closure Form</a>

- Complete all fields as appropriate and upload any applicable documentation in the Attachments tab. Any revised participant materials, such as the consent form, should be uploaded with the changes tracked.
- Save and submit your modification form once complete.

If there are any errors that are preventing you from submitting your application (ex. a mandatory field has been missed), they will be outlined in the 'Errors' tab of the application.

- Your modification request will be sent directly to the appropriate ethics board for review.