**MacEwan UNIVERSITY | RESEARCH SERVICES**

Reporting an Incident or Adverse Event in the Research Portal

In research involving humans, an adverse event includes a complaint or unexpected event that alters the level of risk for the participants, or any undesirable experience or response (ie. emotional, psychological or physical) reported by a research participant that is or may be related to his or her experience in the study. It is the responsibility of the researcher to ensure that the REB is made aware of these events.

In animal research, incidents that affect the morbidity, mortality and welfare of animals must be promptly reported to the AREB.

1. Log in to the Research Portal:
   MacEwan Faculty/Staff here.
   Students/External Researcher here.

2. You are able to view your submitted applications in the workflow by selecting the appropriate choice under your role as PI or Project Team Member:
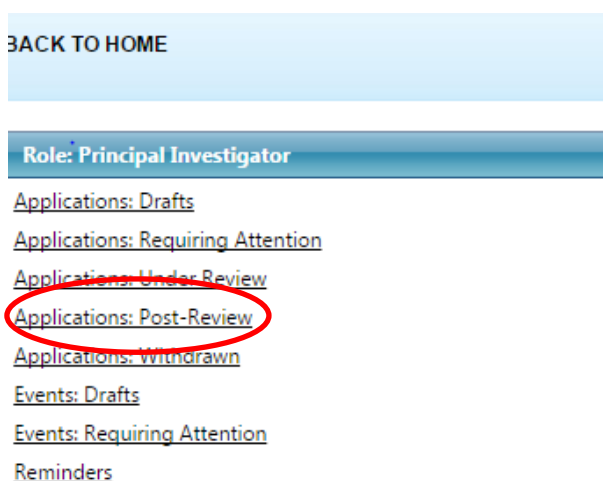
3. Choose "Applications Post-Review" to access your approved/open protocols.

4. To submit an event form, click the "Events" button for the corresponding application that you are submitting the event for.

5. Choose the appropriate Adverse Event/Incident report form from the list of event forms, and fill in the questions as appropriate to your study.

REB event forms:

Event Form Name
Standard Research Ethics Board (REB) Modification Form
Standard Research Ethics Board (REB) Renewal Form
Standard Research Ethics Board (REB) Closure Form
Course-Based Research Ethics Board (REB) Modification Form
Course-Based Research Ethics Board (REB) Renewal Form
Course-Based Research Ethics Board (REB) Closure Form
Research Ethics Board (REB) Adverse Event Reporting Form

AREB event forms:

Event Form Name
Animal Use Protocol (AUP): Annual Research Renewal Form
Animal Use Protocol (AUP): Annual Teaching/Display Renewal Form
Animal Use Protocol (AUP): Modification Form
Animal Procurement Form
Animal Incident Reporting and Resolution Form: Animal Mortality, Morbidity, and Welfare
Animal Use Protocol (AUP): Closure Form

6. Complete all fields as appropriate and upload any applicable documentation in the Attachments tab

7. Save and submit your incident/adverse event report 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.

8. Your report will be sent directly to the appropriate ethics board for review.