

A black and white line drawing of a cartoon character. The character has short hair, an eyepatch over their right eye, and is wearing a military-style jacket with buttons and a belt. Their arms are raised in a 'V' shape with fists clenched.

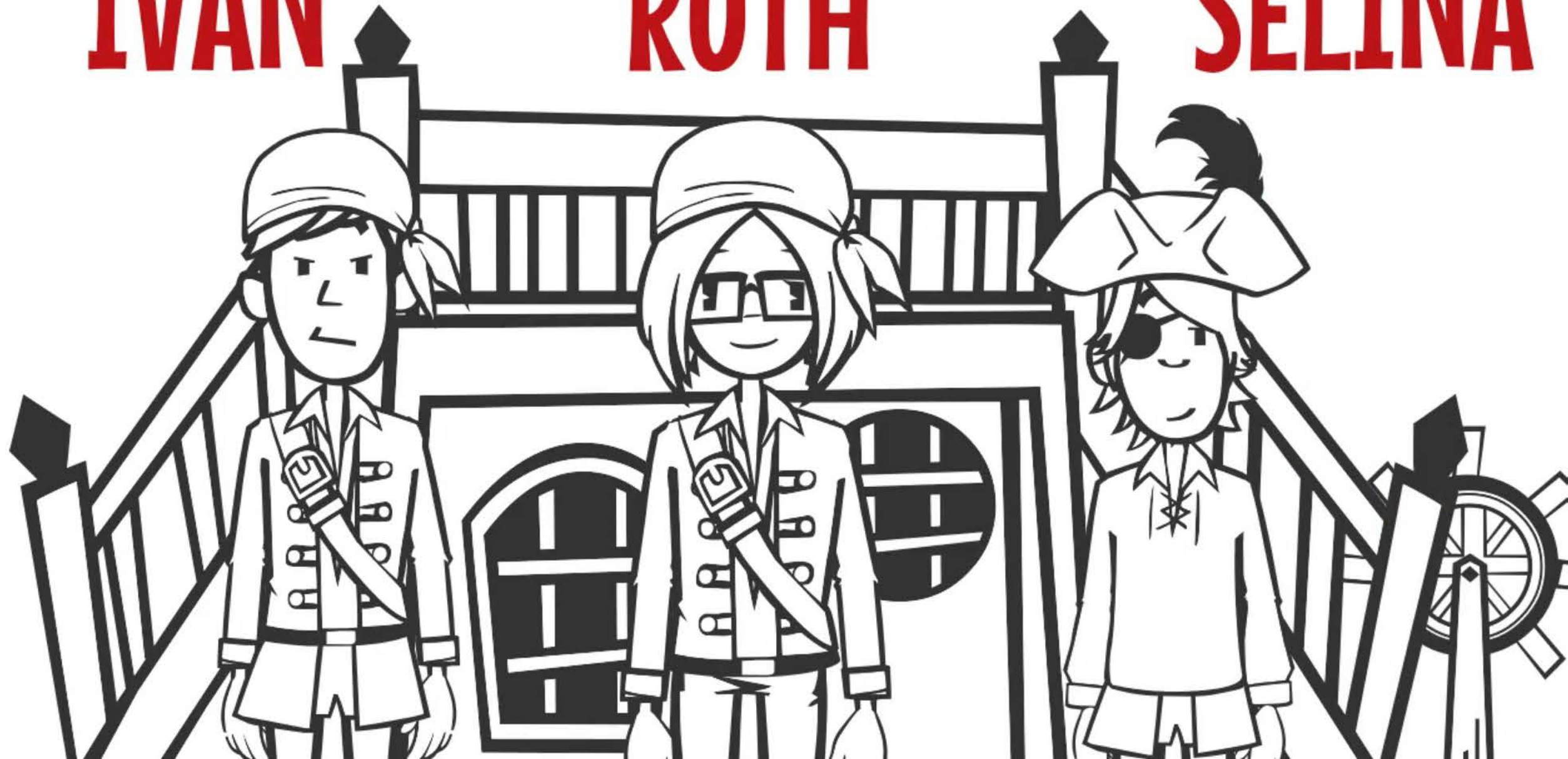
RAISing the Roof

OF RESEARCH ADMINISTRATION

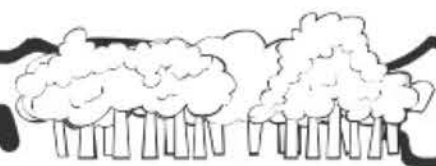
IVAN

RUTH

SELINA



PATH TO BUILD



PLAN



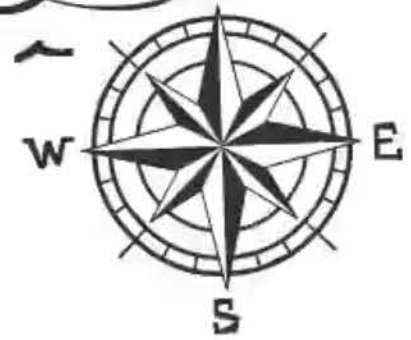
AGILE TEAM



ETHICS



FUNDING





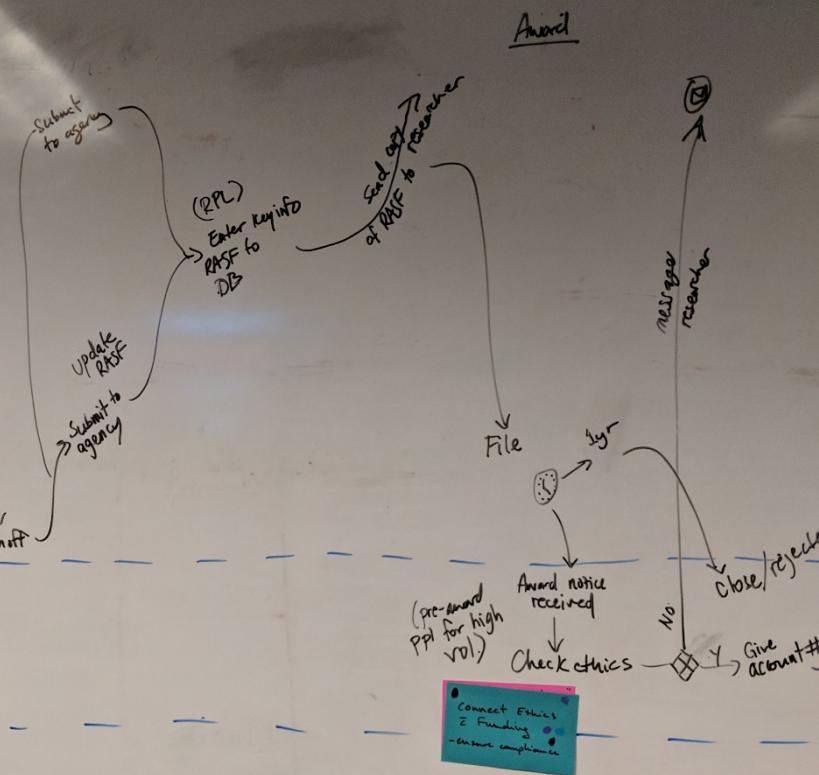
USER INTERVIEWS

PEOPLE, PROCESS, AND STORIES



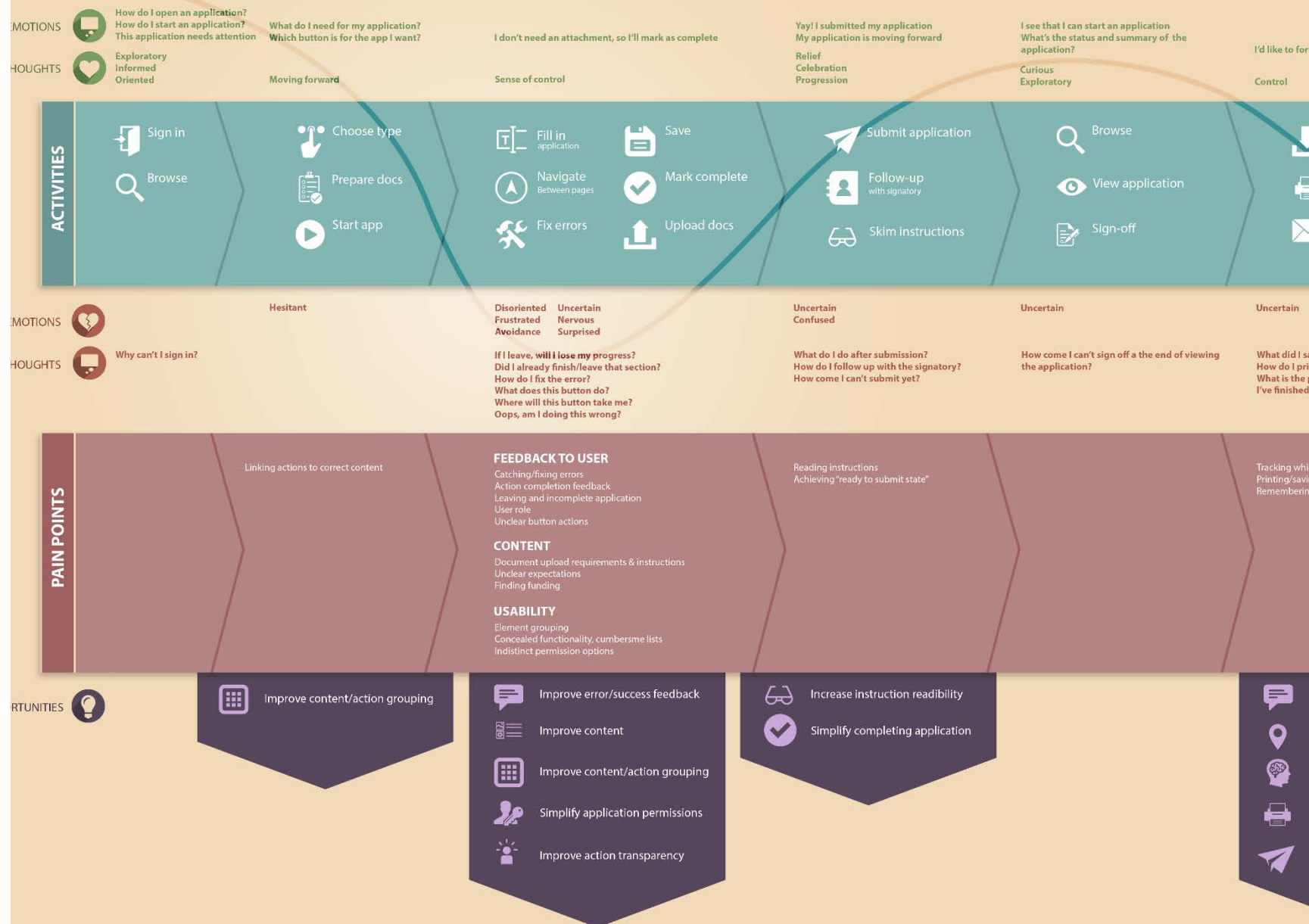
MAPPING

PROCESS OPPORTUNITIES

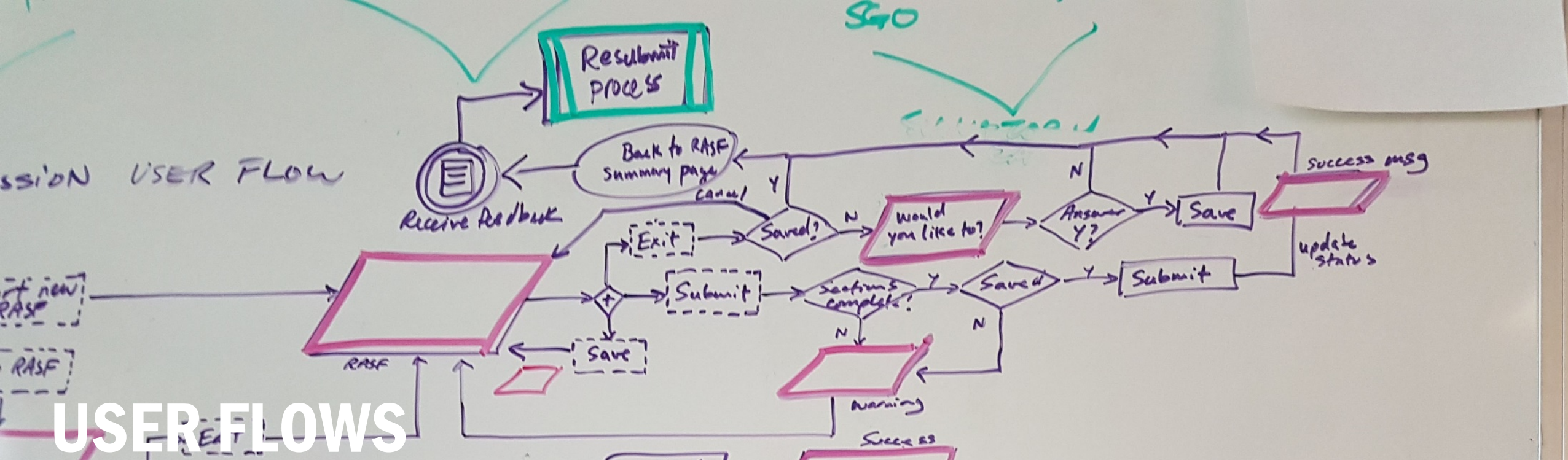


RAIS JOURNEY MAP

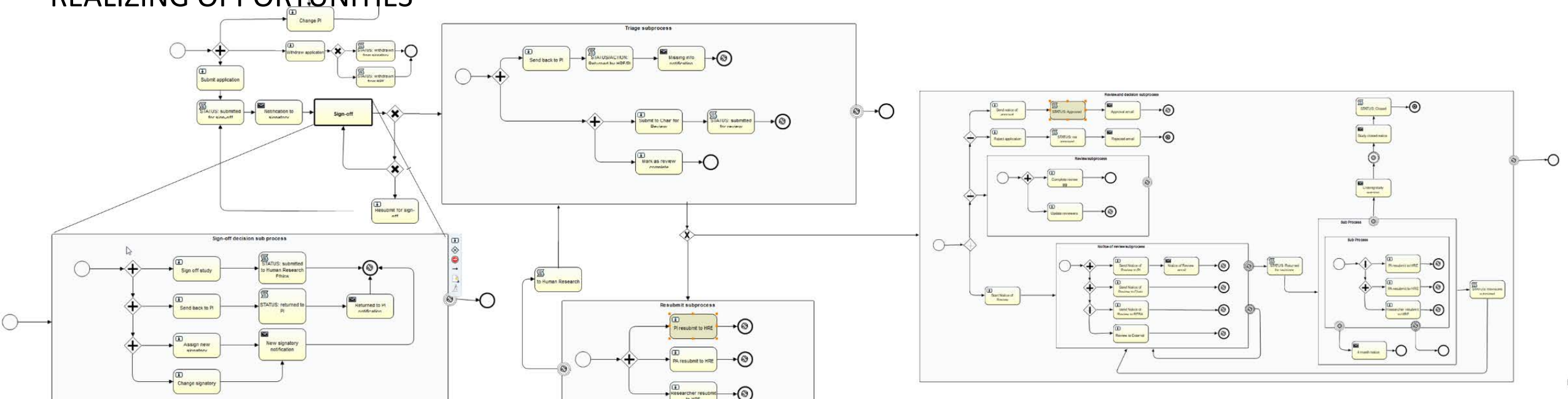
Release 1



SESSION USER FLOW



REALIZING OPPORTUNITIES



WIREFRAMES

TEST AND BUILD STORIES

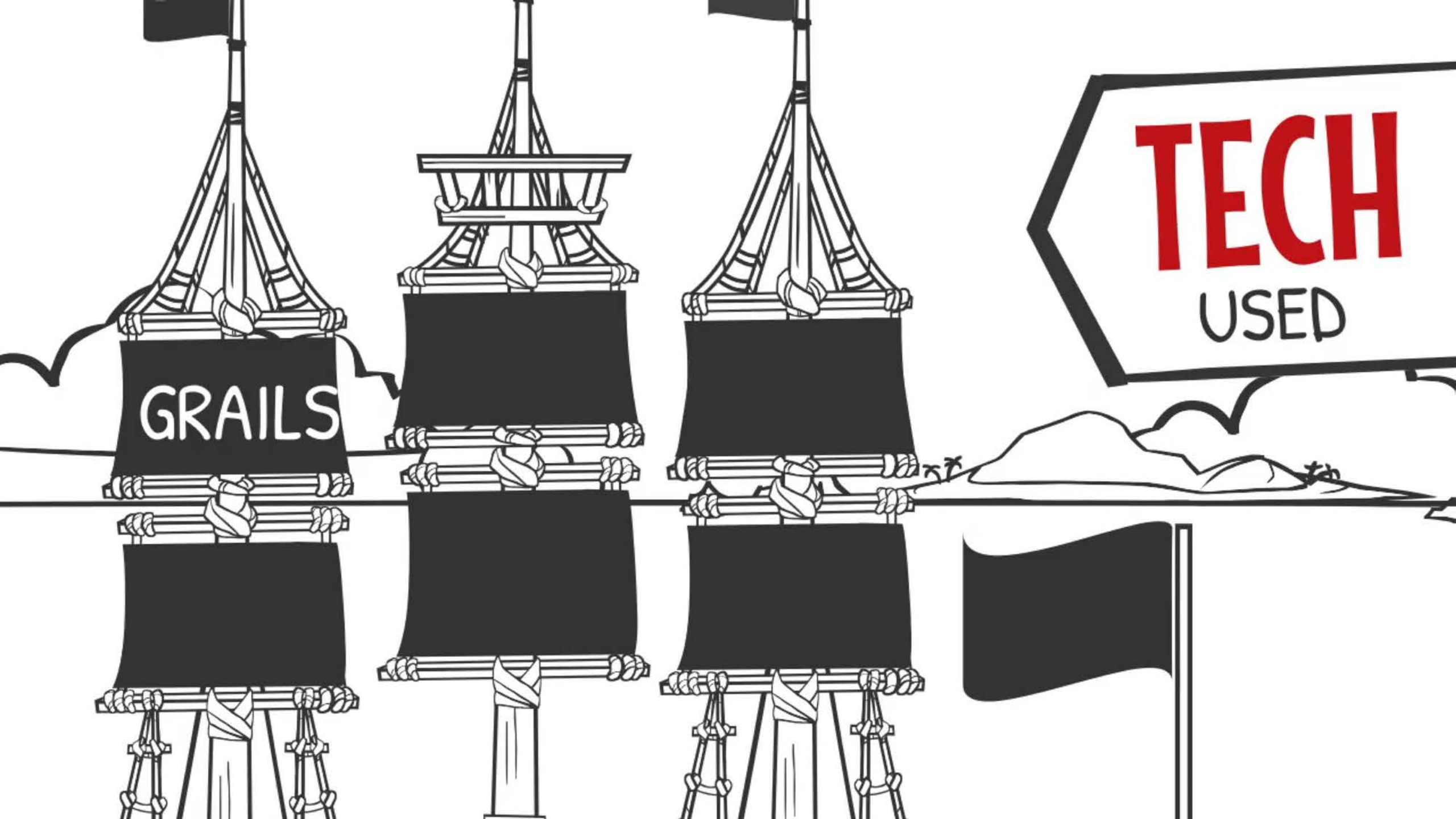


USABILITY TESTING

TEST LIFE-LIKE SCENARIOS AND OBSERVE



TECH
USED



GRAILS

TECH
USED



GRAILS

SPRING
SECURITY

TECH
USED

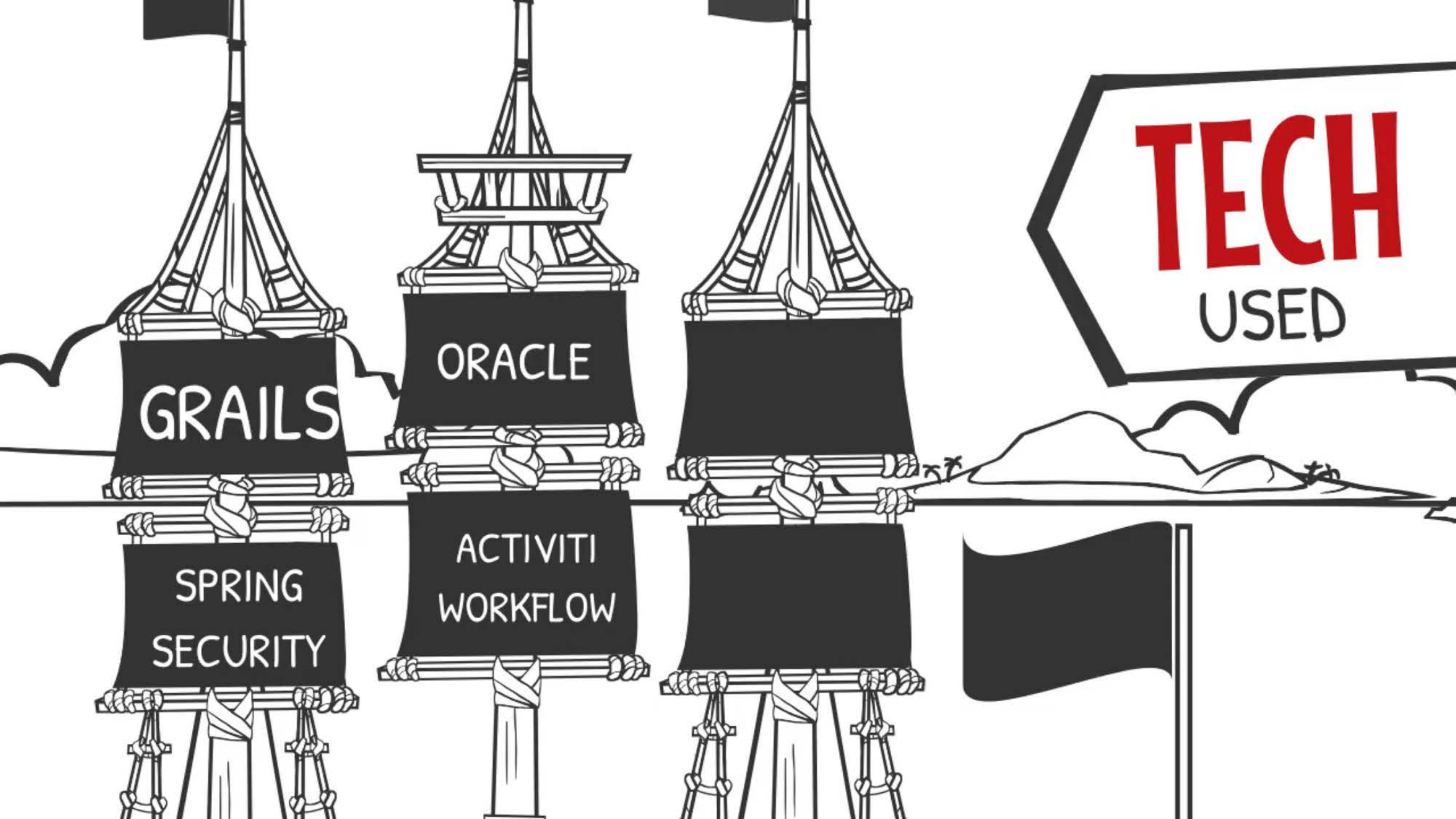


GRAILS

ORACLE

SPRING
SECURITY

TECH
USED



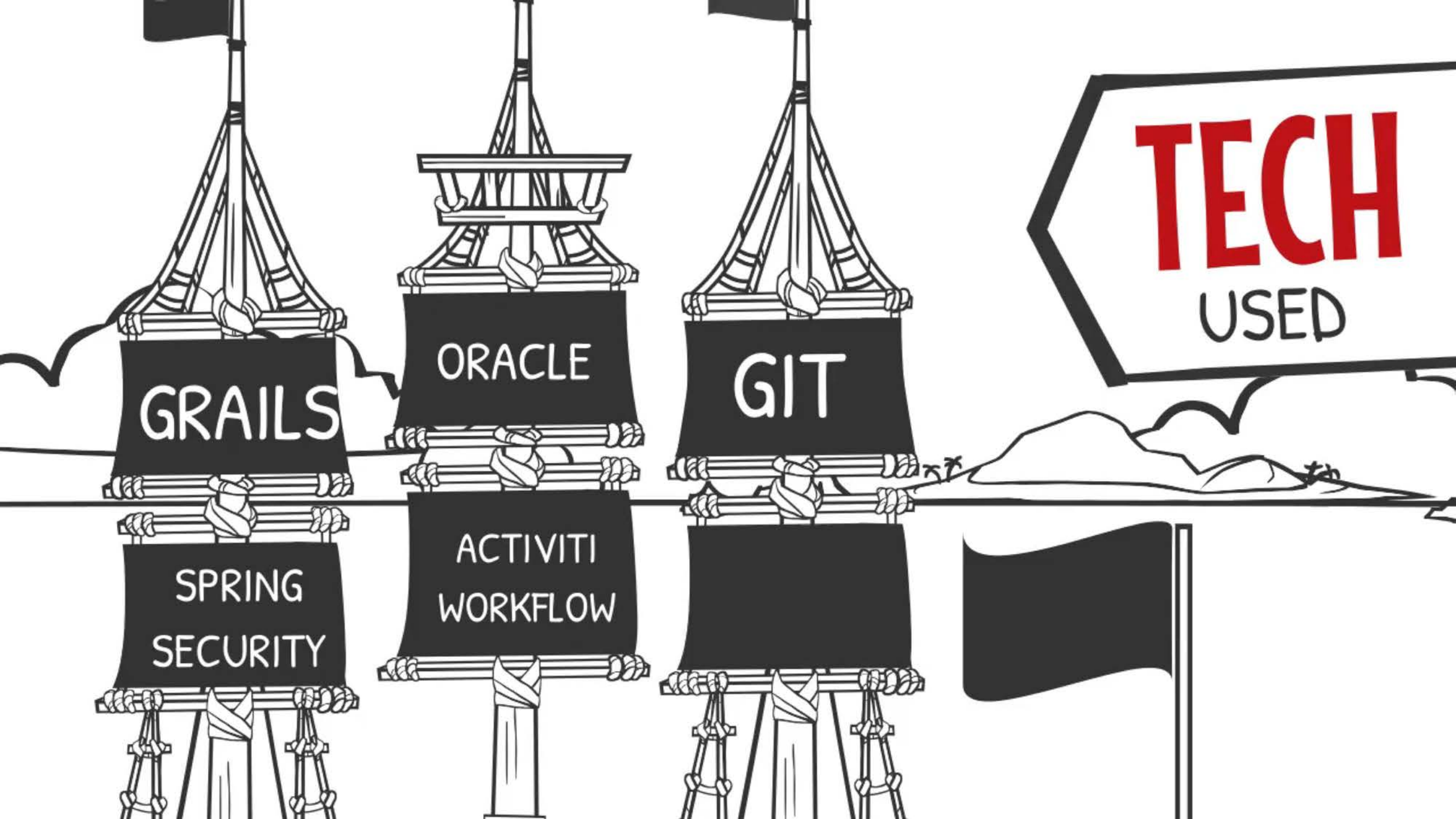
GRAILS

ORACLE

SPRING
SECURITY

ACTIVITI
WORKFLOW

TECH
USED



GRAILS

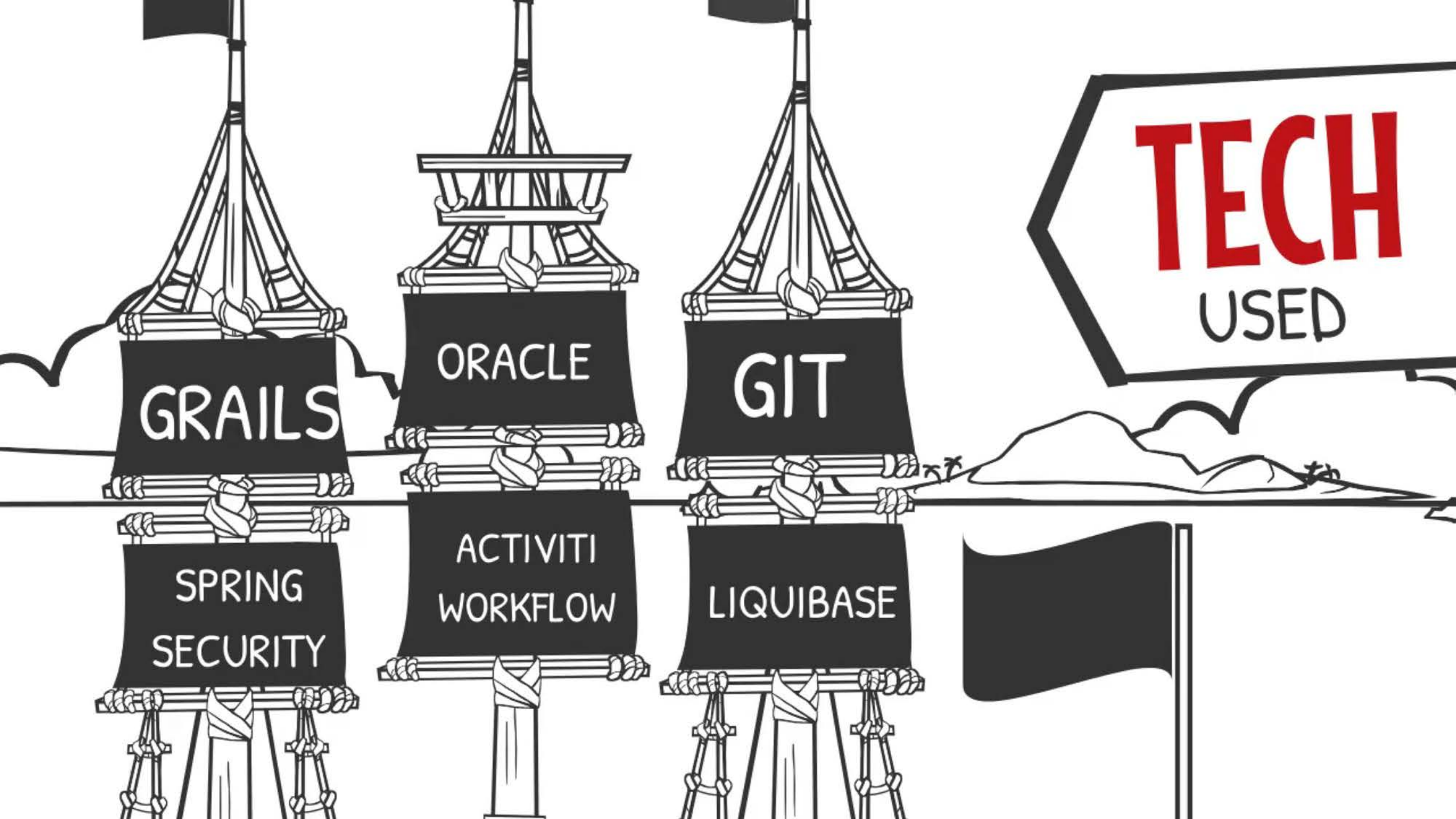
ORACLE

GIT

SPRING
SECURITY

ACTIVITI
WORKFLOW

TECH
USED



GRAILS

ORACLE

GIT

SPRING
SECURITY

ACTIVITI
WORKFLOW

LIQUIBASE

TECH
USED

RAIS DEMONSTRATION



WHAT DOES IT LOOK LIKE?

[BACKUP](#)

the rest of the TEAM

KEVIN GILL

Senior software
developer



JETA RUGOVA-PLAKOLLI

Ethics product owner

MALEH FROESE

Information Architect



DEBRA ANDERSON

Funding product owner



Human Research Ethics Applications

[Start new application](#)

RESEARCHER

SIGNATORY

Below is the list of all your research ethics applications.

ID	Title	Type	Principal investigator	Principal applicant	Last status change	Application status	Action required
19-0004	Sociophonetic Variation in BC	Standard	Faye Hoffman		Mar 20, 2019	Returned by HRE	
18-1003	Building Healthy and Efficient Teams in Software Organizations	Standard	Faye Hoffman		Jan 9, 2019	Approved - PAA Submitted for sign-off	

Contact

Office of Research Services
Michael Williams Building B202
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
Canada

[More contact information](#)

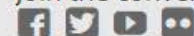
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- [Campus accessibility info](#)

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home » start application

Human research ethics

I'm ready to start my application

Depending on the type of study you are planning to conduct and the data to be used for the project, you may need to submit one of the following applications:

Standard research ethics application

You will need to submit a standard research ethics application if your (or your student's) study involves but is not limited to the following:

- individual interviews
- group discussions
- questionnaires or surveys
- self reflective research such as auto-ethnographies or autobiographical narratives
- audio recording, video taping or photographing people
- observations
- linked data
- identifiable human biological data
- some form of research conducted on the internet
- identifiable secondary data

🔗 Start standard application

Anonymized data application

If your (or your student's) study is limited to analysis of received anonymized data or anonymized biological materials, you should submit the anonymized data application for your project. If the data/human biological materials that you are receiving for this project are not anonymized and/or are linked to other data you may need to submit the standard ethics application form. Please contact the Human Research Ethics Office at ethics@uvic.ca or 250-472-4545.

🔗 Start anonymized application

Course-based application



Human Research Ethics Standard #19-0005

[Collapse all](#) | [Expand all](#) | [Download PDF](#)

+ A. Research team	Not started	<input type="radio"/>
+ B. Project information	Not started	<input type="radio"/>
+ C. Project funding	Not started	<input type="radio"/>
+ D. Multi-jurisdictional research	Not started	<input type="radio"/>
+ E. Other approvals and consultations	Not started	<input type="radio"/>
+ F. Scholarly review	Not started	<input type="radio"/>
+ G. Researcher(s) qualifications	Not started	<input type="radio"/>
+ H. Research involving aboriginal peoples of Canada (including First Nations, Inuit and Métis)	Not started	<input type="radio"/>
+ I. International research	Not started	<input type="radio"/>
+ J. Description of research project	Not started	<input type="radio"/>
+ K. Recruitment	Not started	<input type="radio"/>
+ L. Data collection methods	Not started	<input type="radio"/>
+ M. Possible benefits, inconveniences, and risks of harm to participants	Not started	<input type="radio"/>
+ N. Incentives, reimbursement and compensation	Not started	<input type="radio"/>
+ O. Free and informed consent	Not started	<input type="radio"/>
+ P. Anonymity and confidentiality	Not started	<input type="radio"/>

+ M. Possible benefits, inconveniences, and risks of harm to participants	Not started
+ N. Incentives, reimbursement and compensation	Not started
+ O. Free and informed consent	Not started
+ P. Anonymity and confidentiality	Not started
+ Q. Use and disposal of data	Not started
+ R. Conflict of interest	Not started
+ S. List of uploaded documents	Not started
+ T. Signatory/departmental signoff	Not started


By submitting this application as the principal investigator, I affirm that:

- I have read this application and it is complete and accurate.
- The research will be conducted in accordance with the University of Victoria regulations, policies and procedures governing the ethical conduct of research involving human participants and human biological materials in all relevant sections of the national research ethics policy ([TCPS 2](#)).
- The conduct of the research will not commence until research ethics **approval** has been granted.
- I will seek an **amendment** if this application is modified.
- Adequate **supervision** will be provided for students and/or staff involved in this project.

☐ I Agree

 Save all

 Exit application

 Submit application

Contact

Office of Research Services
Michael Williams Building B202
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
Canada

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- A. Research team

In progress



+ 1. Principal investigator (faculty, faculty supervising a student or post-doctoral researcher)


- 2. Principal applicant (students & post-docs)


For further information about the distinction between the Principal Investigator and Principal Applicant, please see the [annotated guidelines](#). A Principal Applicant is an undergraduate student, graduate student or post-doctoral fellow who will be the lead researcher (for their thesis, dissertation, project, etc.) for this study. A Principal Applicant will be granted "View and edit" access by default, and will receive notifications related to the study. If the project has more than one Principal Applicant, the additional individuals should be listed under [section A.3](#) Research Team Members.

Does this application have a principal applicant?

☐ Yes ☒ No

+ 3. Research team members

 Save as in progress

 Save as complete



+ 1. Principal investigator (faculty, faculty supervising a student or post-doctoral researcher)

– 2. Principal applicant (students & post-docs)

For further information about the distinction between the Principal Investigator and Principal Applicant, please see the [annotated guidelines](#). A Principal Applicant is an undergraduate student, graduate student or post-doctoral fellow who will be the lead researcher (for their thesis, dissertation, project, etc.) for this study. A Principal Applicant will be granted "View and edit" access by default, and will receive notifications related to the study. If the project has more than one Principal Applicant, the additional individuals should be listed under [section A.3](#) Research Team Members.

Does this application have a principal applicant?

☒ Yes ☐ No

PA name

Start typing then select

PA email

PA department

Start typing to narrow the options...

PA position

Select

PA phone

PA graduate secretary's email (if the principal applicant is a graduate student. Leave blank otherwise.)

Is the principal applicant conducting this research for their academic degree at UVic?

☐ Yes ☐ No

+ 3. Research team members





Save as in progress

Save as complete

3. Research team members

Individuals and organizations involved in conducting your research. This includes co-principal investigators, additional principal applicants, co-investigators, other UVic students, assistants (paid or unpaid), community organizations, and clients. Team members listed will have "no access" to application as a default. You can assign the level of access as needed (you don't need to notify the Ethics Office when changing access level for team members).

List all current research team members (including any UVic students or research assistants who will use the received data or biological materials to fulfill UVic thesis, dissertation, or academic requirements) and assign level of access to the application. You do not need to add the PI or PA to this table. Inclusion here satisfies only UVic institutional requirements.

Access:  View and edit project  View only  Receive notifications  Contribute funding

Name	Email	Role in the project	Institutional affiliation					Remove
<input type="text" value="Start typing then select"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[+ Add new](#)

+ A. Research team

Not saved...



+ B. Project information

In progress



+ C. Project funding

Not started



+ D. Multi-jurisdictional research

Complete



+ E. Other approvals and consultations

Not started





1. Data collection methods

Use the following sections in ways best suited to explain your project. If you have more than one participant group, be sure to explain which participant group(s) will be involved in which activity/activities or method(s).

a. Which of the following methods will be used to collect data? Check all that apply

☒ i) Interviewing participants

☐ In person

☐ By telephone

☐ Conducting group interviews or discussions (including focus group)

☒ Using web-based technology

Explain web-based technology

0/4000 characters ?

Supporting documents

 [Upload](#)

☐ ii) Administering a questionnaire or survey


☐ iii) Administering a computerized task (describe in [section L.1b](#) and/or upload documents)

Supporting documents

 [Upload](#)

☐ iv) Observing participants. In [section L.1b](#) describe who and what will be observed. Include where observations will take place. If applicable, upload an observational collection sheet for review.

Supporting documents

 [Upload](#)

– S. List of uploaded documents

Review the [document requirements](#) to ensure that you have all the applicable documents. Incomplete applications will not be entered into the review system. You will be notified in this case.

App. version	Section	Descriptive name	File name	Type of document	Date uploaded	File version
V0.1	E.	approval from our US partners	org_approval.pdf	Other approval	Nov 5, 2018 5:36:41 AM	1
V0.1	L.	Observations	Workspace_observation.docx	Data collection instrument	Nov 5, 2018 5:35:34 AM	1
V0.1	L.	questions	Draft_questions.docx	Data collection instrument	Nov 5, 2018 5:35:01 AM	1
V0.1	O.	Consent	Consent_form.docx	Consent/assent form	Nov 5, 2018 5:31:14 AM	1



University
of Victoria

Research Administration
Information System

Human Research Ethics

Hello Faye Hoffman

| Sign Out

| Help

Home

home » (19-0005) untitled application » edit application

Human Research Ethics Standard #19-0005

[Collapse all](#) | [Expand all](#) | [Download PDF](#)

+ A. Research team

Not saved...



+ B. Project information

In progress



+ C. Project funding

Not started



+ D. Multi-jurisdictional research

Complete





University
of Victoria

Research Administration
Information System

Human Research Ethics Standard Application #19-0005

A. Research team

1. Principal investigator (faculty, faculty supervising a student or post-doctoral researcher)

Principal Investigator is a faculty member, adjunct professor or sessional instructor. For more information please see the [annotated guidelines](#).

If the project has more than one Principal Investigator (other than you) or more than one Principal Applicant, their names should be listed under section A.3 Research Team Members.

PI name

Faye Hoffman

PI department

If more than one department, the department you are doing the research for.

PI position

Position at UVic

2. Principal applicant (students & post-docs)

For further information about the distinction between the Principal Investigator and Principal Applicant, please see the [annotated guidelines](#).

A Principal Applicant is an undergraduate student, graduate student or post-doctoral fellow who will be the lead researcher (for their thesis, dissertation, project, etc.) for this study. A Principal Applicant will be granted "View and edit" access by default, and will receive notifications related to the study. If the project has more than one Principal Applicant, the additional individuals should be listed under section A.3 Research Team Members.

Does this application have a principal applicant?

3. Research team members

Individuals and organizations involved in conducting your research. This includes co-principal investigators, additional principal applicants, co-investigators, other UVic students, assistants (paid or unpaid), community organizations, and clients. Team members listed will have "no access" to application as a default. You can assign the level of access as needed (you don't need to notify the Ethics Office when changing access level for team members).

Human Research Ethics Standard Application #19-0005



ACTIONS

- Edit application
- Download PDF
- Copy application
- Delete application
- Withdraw application
- Change signatory

DECISIONS

- View certificate of approval

POST-APPROVAL ACTIVITY (PAA)

- Amendments
- Annual renewal
- Annual renewal with amendments

HISTORY

HREB RESPONSES

SUBMISSIONS

History of all the comments, reminders, notices, and activities completed in the application approval process.

Date	History	Completed by
Mar 25, 2019, 2:19 PM	Started application	Faye Hoffman, Principal investigator

SUMMARY

Application title
(19-0005) Not set

Status
Pre-submission

Expiry date
Not set

Application type
Human Ethics Standard

Principal investigator
Faye Hoffman,
fhoffman@uvic.ca.xxxxxxxx

Principal applicant
Not set

Signatory
Not set

Date received
Not set



University
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Research Administration
Information System

Human Research Ethics

Hello Faye Hoffman. This is your home page. | [Sign Out](#) | [Help](#)

Home

Human Research Ethics Applications

[Start new application](#)

RESEARCHER

SIGNATORY

Below is the list of all your research ethics applications.

↕ ID	↕ Title	↕ Type	↕ Principal investigator	↕ Principal applicant	▼ Last status change	↕ Application status	▼ Action required
19-0004	Sociophonetic Variation in BC	Standard	Faye Hoffman		Mar 20, 2019	Returned by HRE	
19-0005	Untitled application (19-0005)	Standard	Faye Hoffman		Mar 25, 2019	Pre-submission	
18-1003	Building Healthy and Efficient Teams in Software Organizations	Standard	Faye Hoffman		Jan 9, 2019	Approved - PAA Submitted for sign-off	



Human Research Ethics Standard Application #19-0004

APPLICATION WORKFLOW ?



ACTIONS

- Edit application
- Download PDF
- Copy application
- Delete application
- Withdraw application
- Change signatory

DECISIONS

- View certificate of approval

POST-APPROVAL ACTIVITY (PAA)

HISTORY

HREB RESPONSES

SUBMISSIONS

History of all the comments, reminders, notices, and activities completed in the application approval process.

Date	History	Completed by
Mar 20, 2019, 11:12 AM	Returned to PI by HRE Office	Ruth Adam, REBA Comments: Please provide more details in Section S
Mar 20, 2019, 11:11 AM	Signed-off and submitted to HRE Office	Christopher Eagle, Signatory
Mar 20, 2019, 11:11 AM	Submitted for sign-off	Faye Hoffman, Principal investigator
Mar 20, 2019, 10:56 AM	Copy of 18-1003	Faye Hoffman, Principal investigator

SUMMARY

Application title

(19-0004) Sociophonetic
Variation in BC
(Copy of 18-1003)

Status

Returned by HRE

Expiry date

Not set

Application type

Human Ethics Standard

Principal investigator

Faye Hoffman,
fhoffman@uvic.ca.xxxxxxyzzz

Principal applicant

Not set

Signatory

Christopher Eagle,
eaglec@uvic.ca.xxxxxxyzzz

Date received


















Mar 20, 2019



home » (19-0004) sociophonetic... » edit application

Human Research Ethics Standard #19-0004

[Collapse all](#) | [Expand all](#) | [Download PDF](#)

+ A. Research team	Complete 
+ B. Project information	Complete 
+ C. Project funding	Complete 
+ D. Multi-jurisdictional research	Complete 
+ E. Other approvals and consultations	Complete 
+ F. Scholarly review	Complete 
+ G. Researcher(s) qualifications	In progress 
+ H. Research involving aboriginal peoples of Canada (including First Nations, Inuit and Métis)	Complete 
+ I. International research	Complete 
+ J. Description of research project	In progress 
+ K. Recruitment	Complete 
+ L. Data collection methods	Complete 
+ M. Possible benefits, inconveniences, and risks of harm to participants	Complete 
+ N. Incentives, reimbursement and compensation	Complete 
+ O. Free and informed consent	Complete 
+ P. Anonymity and confidentiality	Complete 
+ Q. Use and disposal of data	Complete 

+ C. Project funding	Complete	✓
+ D. Multi-jurisdictional research	Complete	✓
+ E. Other approvals and consultations	Complete	✓
+ F. Scholarly review	Complete	✓
+ G. Researcher(s) qualifications	In progress	🔄
+ H. Research involving aboriginal peoples of Canada (including First Nations, Inuit and Métis)	Complete	✓
+ I. International research	Complete	✓
+ J. Description of research project	In progress	🔄
+ K. Recruitment	Complete	✓
+ L. Data collection methods	Complete	✓
+ M. Possible benefits, inconveniences, and risks of harm to participants	Complete	✓
+ N. Incentives, reimbursement and compensation	Complete	✓
+ O. Free and informed consent	Complete	✓
+ P. Anonymity and confidentiality	Complete	✓
+ Q. Use and disposal of data	Complete	✓
+ R. Conflict of interest	Complete	✓
+ S. List of uploaded documents	Complete	✓
+ T. Signatory/departmental signoff	Complete	✓

🔄 Save all

🚪 Exit application

✓ Submit application



Human Research Ethics Applications

[Start new application](#)

RESEARCHER

SIGNATORY

Below is the list of all the research ethics applications assigned to you for sign-off to be sent to the Human Research Ethics Office. By submitting an application to the Ethics Office as the Signatory, **you affirm that adequate research infrastructure is available for the conduct and completion of the research project.**

ID	Title	Type	Principal investigator	Principal applicant	Submitted to Signatory on	Sign off date	Application status	Action required
19-0002	Faculty satisfaction	Anonymized	Jamie Cassels		Mar 20, 2019		Submitted for sign-off	

Contact

Office of Research Services
Michael Williams Building B202
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
Canada

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Human Research Ethics Standard Application #18-1003

APPLICATION WORKFLOW ?



ACTIONS



DECISIONS



View certificate of approval

POST-APPROVAL ACTIVITY (PAA)



- Amendments
- Annual renewal
- Annual renewal with amendments
- Completion
- Unanticipated event

HISTORY

POST-APPROVAL ACTIVITY (PAA)

HREB RESPONSES

SUBMISSIONS

All different versions of the application that were submitted to the Ethics Office.

ID	Date of submission	Version	PAA	Sections changed	Certificate of Approval	Compare
18-1003-07	Jan 9, 2019, 3:51 PM	3.1	Amendment	Study amendments summary		
18-1003	Dec 19, 2018, 2:47 PM	3.0	--	A. Research team E. Other approvals and consultations S. List of uploaded documents T. Signatory/departmental signoff	Dec 19, 2018, 2:47 PM	
18-1003-04	Dec 19, 2018, 2:23 PM	2.1	Amendment	A. Research team E. Other approvals and consultations S. List of uploaded documents T. Signatory/departmental signoff		
18-1003	Nov 5, 2018, 11:13 AM	2.0	--	K. Recruitment L. Data collection methods M. Possible benefits, inconveniences, and risks of harm to participants N. Incentives, reimbursement and compensation + show more	Nov 5, 2018, 11:13 AM	
18-1003-01	Nov 5, 2018, 11:12 AM	1.1	Amendment	C. Project funding D. Multi-jurisdictional research K. Recruitment N. Incentives, reimbursement and compensation + show more		

SUMMARY

Application title
(18-1003) Building Healthy and Efficient Teams in Software Organizations

Status
Approved - PAA Submitted for sign-off

Expiry date
Nov 4, 2019

Application type
Human Ethics Standard

Principal investigator
Faye Hoffman,
fhoffman@uvic.ca.xxxxxxyzzz

Principal applicant
Not set

Signatory
Fayez Gebali,
fayez@ece.uvic.ca.xxxxxxyzzz

Date received
Jan 9, 2019

– C. Project funding

1. Have you and/or research team members (their names must be listed under [section A. Research team](#)) applied for or been awarded funding for this project?

This information is used to permit the release of funds and to ensure proper reporting of research ethics approval to funding agencies. Please ensure the information in this table is corrected.

No

2. Will this project receive funding from the US National Institute of Health (NIH)?

~~No~~ Yes

Provide further information

National Institute for Research

3. If you are a faculty member and have indicated above that you have applied for funding, have you submitted a Research Application Summary Form to the Grants or Contracts unit in the Office of Research Services?

You must submit a research application summary form to the grants or contracts office every time you apply for funding. Provide explanation, if you haven't done so.

Not applicable

Comments

– N. Incentives, reimbursement and compensation

1. Is there any incentive, monetary or otherwise, being offered for participation in the research (e.g. gifts, honorarium, course credits, etc.)?

~~No~~ Yes

Explain the nature of each incentive and why you consider it necessary

Also consider whether the amount or nature of the incentive could be considered a form of undue inducement or affect the voluntariness of consent. Clarify which participant groups will be provided with which incentives.

Coffee card worth \$X to each participation as appreciation for their time.

2. Is there any reimbursement or compensation for participating in the research (e.g. for transportation, parking, childcare, etc.)?

No

3. Explain what will happen to the incentives, reimbursement or compensation if participants withdraw during data collection or any time thereafter

E.g. compensation will be pro-rated, full compensation will be given, etc.

~~No~~ Funding will be returned to partner company.

– T. Signatory/departmental signoff

Select the Chair/Director/Dean or their designate to sign-off on this application for submission. Once signed-off, the application will be submitted to the Human Research Ethics Board for review.

By signing-off the application, the signatory is affirming that adequate research infrastructure is available for the conduct and completion of this research project.

Signatory name

~~Bob Chow~~ Fayez Gebali

[Back](#)