SunRISE
Sunnybrook REB Information System

Sunnybrook HEALTH SCIENCES CENTRE

SunRISE Tipsheet — Study Coordinators, Principal Investigators (PIs)

Access SunRISE

1. Launch **Google Chrome** and access SunRISE using the following link: https://apply.sunrisereb.ca
2. If this is your first time using SunRISE you will need to create a new account. To register, click the "**New User**" button. New User **Users are required to utilize their Sunnybrook email address.**

Create a Project

1. On the left-hand side, under the **Actions** toolbar, click **Create Project**
2. Type the project short title. Short titles of projects will be displayed in the "**Projects**" menu

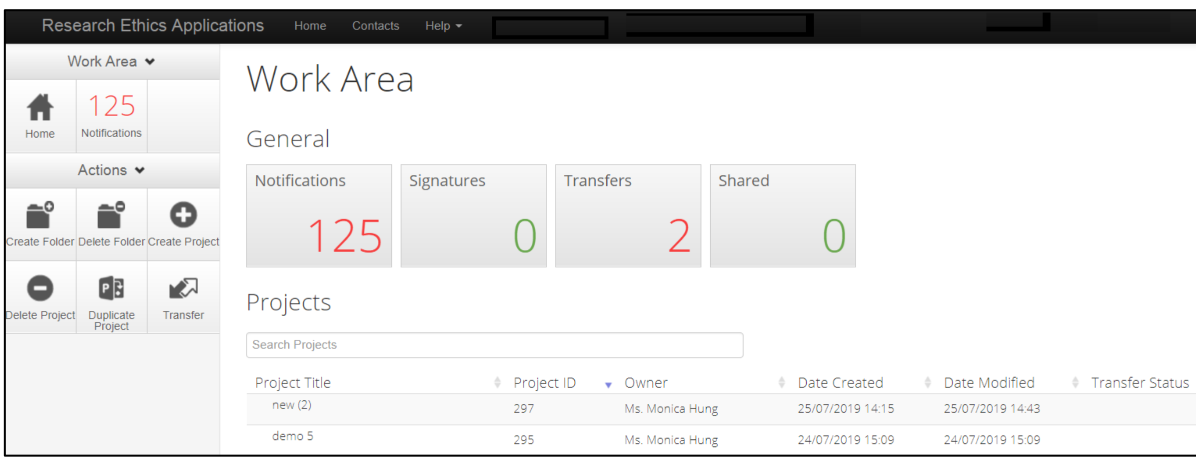
TIP— Once a project is approved by the REB, the project titles can only be changed through an amendment.

Access a Project or Sub-Form (Home Page)

Home Page

A. **Access a Project:** Projects are listed under the **home page**. (If you are not at the homepage, click **Home** Home)

Homepage



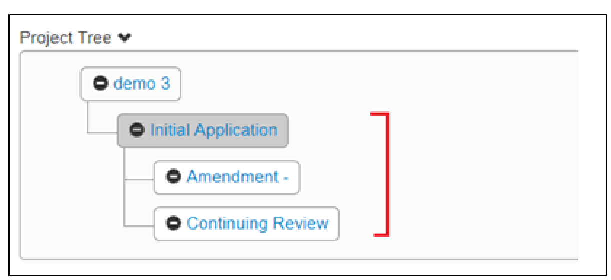
Projects

B. **Access a Specific Sub-Form:**

1. Click on the project row
2. On the following page, click **Project Tree** at the top
3. A drop down menu with all the created sub-forms will appear. Click on the sub-form. (**see below**)

*Click "**Project Tree**"*

Sub-forms appear



Give Other Research Staff Access to a Project

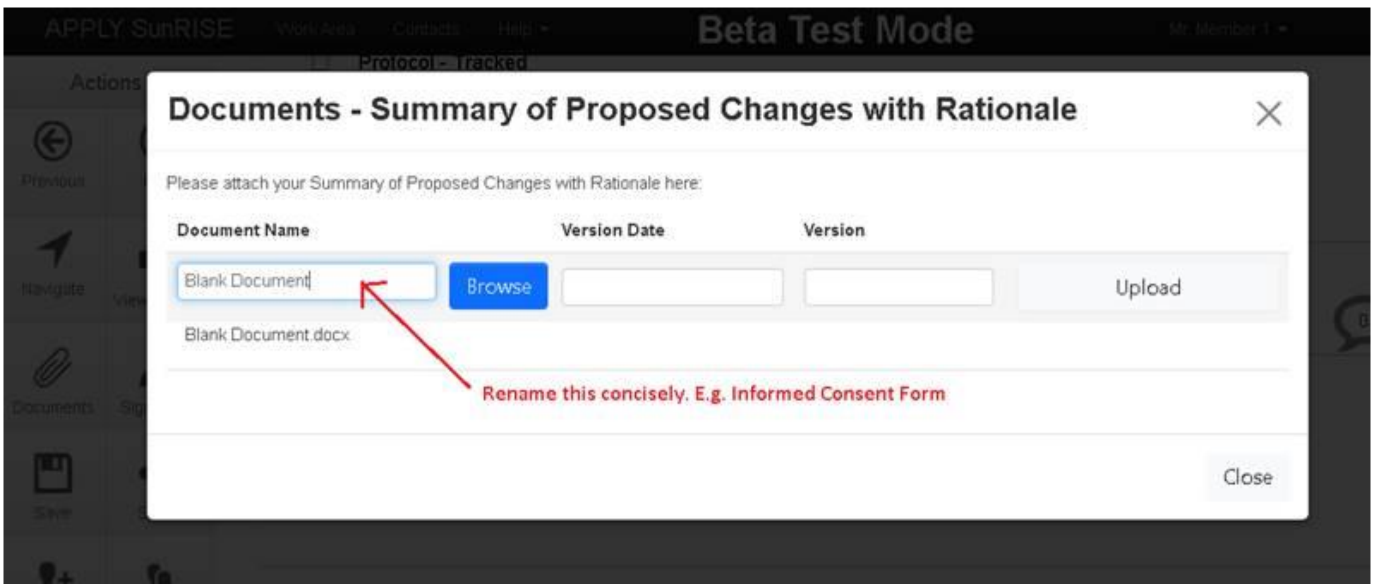
1. Access the home page
2. Click on the project row.
3. Under the Actions toolbar, click **Roles**. Roles
4. Type in their e-mail address and select "Research Staff".

TIP— The PI must either be the system "Project Owner" (p.4) or be given a "Research Staff" role.

Upload Submission Documents

1. Within the form, click on section "**Submission Documents"** SUBMISSION DOCUMENTS
2. Tick the checkboxes to select specific documents to upload
3. Click **Upload Document** Upload Document under the associated document type
4. Click **Browse** to upload the document.
5. Enter a concise Document Name. The name should be brief, e.g. "Informed Consent Form" or "Budget".
6. Enter either/both the Version date or Version ID and click **Upload** Upload

TIP— Ensure the footer of the actual document matches the entered version date and/or number.



Request Department/Division/Program Head Signature

TIP— The signature can only be requested when all necessary form sections have been complete.

1. Within the form, click on the section "**Signature- Department/Division/Program Head"**
   SIGNATURE- Department/Division/Program Head
2. Click **Request Signature** Request Signature
3. Once the Department/Division/Program Head has signed, an email is sent to all Research Staff roles.

TIP— When a signature is requested, an email is sent to the signee with instructions on how to sign

TIP— Once the form is signed or a signature request has been sent, the form cannot be changed unless it is unlocked. If unlocked, signees need to re-sign.

Department/Division/Program Head – Sign Form

1. Login: https://apply.sunrisereb.ca
2. Click on the **Signatures** tile at the top
3. Locate the project row and click **View Form**
4. Review the form. (Click Next/Previous, Navigate, View as PDF and/or Documents) When ready, click **Sign** on the left-hand side

PI / Delegate – Sign Submission Form / Request Signature

<u>**Scenario 1:** PI is completing the form</u>

1. Click on section "**Signature- Principal Investigator / Delegate**"
2. Click **Sign**

<u>**Scenario 2:** Delegate is completing the form</u>

1. Project Owner: Click on section "**Signature- Principal Investigator / Delegate**" and click **Request Signature**
2. PI: Follow the instructions on the email sent with the signature request.

*** TIP***— A delegate may sign the form on behalf of the PI only if it is a resubmission. However Reportable Event and Change in PI forms must always be signed by the PI.

*** TIP***— The PI must have access to the study in SunRISE. If the PI did not create the study in the system, the PI needs to be given a Research Staff role (p.2)

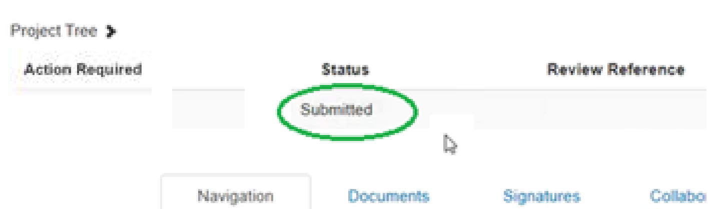
Submit the Project or Sub-Form

Once all signatures have been obtained, the form will automatically submit in a few minutes following the last signature.

(If Automatic submission is disabled, click Submit on the left-hand side. The form will submit in a few minutes.)

Check Status of Project or Sub-Form

1. Access the project
2. Click **Project Tree** (see diagram on p.1)
3. Click on the applicable form type
4. Check the status displayed near the top



TIP— For **Project** status, refer to status of Initial Application.

Check REB Expiry Date

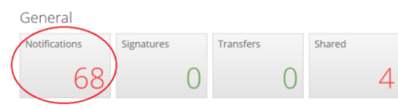
1. Access the home page
2. Click on the project row
3. Click on the **Centre** tab (mid-page)

Download the SunRISE Form as a PDF

1. Access the form
2. Click **View as PDF**
3. Click **View**
4. Right click on the pdf and select "Save As" to save to a shared drive

Check System Notifications

1. On the home page, click on the **Notifications** tile at the top



TIP— System notifications are generated and emails are sent for project review updates.

TIP— System notifications behave like emails. The number refers to *unread* notifications. Notifications may have letters attached (which can also be found within the actual project). You can choose to delete notifications.

Download REB Letter & Respond to the REB

<u>Download REB Letter</u>

1. Login and click on the project row
2. Under the Actions toolbar, click on **Project**
3. Click the **History** tab on the right hand side.
4. Type "letter" in the search bar
5. Click **Download** beside the letter

<u>Respond to the REB</u>

1. Access the "General Information" section of the form, and change the response to the following question to **"Yes"**

    a. *Is this a resubmission in response to a request from the Research Ethics Board to make changes to your application?*

2. Make necessary changes to the form. Upload response letter and revised documents (if any).

3. Sign the last section of the form.

TIP — If you need to replace a submission document. Delete the old version.

Create Another Submission type (Amendment, Continuing Review, etc.)

1. Go to the Initial Application form (see page 1)
2. Click **Create Sub-Form** on the left-hand side

TIP— To a renew the REB approval of a study, submit a Continuing Review form

Leaving a Project or Sunnybrook?

What do I need to do in SunRISE if I am leaving…

1. **A project?**

   a) If you are leaving and are the **PI**:

   Submit a Change in Principal Investigator (PI) form for each project through SunRISE. Once approved by the REB, follow step 1b) or 1c) below depending on whether or not you are also the Project Owner.

   b) If you are leaving and are the **Project Owner**:

   Transfer the project(s) to the SunRISE user taking over the duties.

   c) If you are leaving but are **not** the Project Owner:

   Notify the Project Owner to remove your access through the "Roles" function.

TIP— Make sure the project owner has removed your role in the study to ensure you do not receive SunRISE email notifications in the future.

What do I need to do in SunRISE if I am leaving…

2. **Sunnybrook?**

   a) If you are leaving **and** need continued SunRISE access:

   Note: An institutional email address as well as written confirmation (e.g. email) from the Sunnybrook PI will be required for continued access.

   b) If you are leaving and **do not** need continued SunRISE access:

   Follow step 1a), 1b) or 1c) above depending on the scenario. Then notify sunrise@sunnybrook.ca

TIP— Project Owner: User that first creates the project in SunRISE. Usually the individual that manages REB submissions, not necessarily the PI.

How to Identify the Project Owner

1. Access project
2. Click on the **Collaborators** tab (mid-page)

How Transfer a Project

Current "Project Owner"
1. Login and click **Transfer** on the left-hand side
2. Enter new Project Owner's email address, select the study, click Transfer

New "Project Owner"
1. Login and click on the **Transfer** tile near the top
2. Click View Form, then Accept on the left-hand side

Contact Information

TIP— If there any questions about the submission, contact the Research Ethics Office <u>before</u> submitting in SunRISE

For questions related to the REB process or submission forms — Contact the **Research Ethics Office**
For questions related to SunRISE accounts — Contact **sunrise@sunnybrook.ca**