

## **Quick Start Guide**

InfoEd RMS Animal Care and Use Module

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# Introduction

Welcome to the online InfoEd Global Research Management System (RMS) for ULeithbridge! The InfoEd RMS is where faculty members and professional librarians develop proposals in conjunction with ORIS, submit research proposal forms, apply for internal grants (such as the University of Lethbridge Research Fund), track proposal approvals, and manage funds for successful applications.

**There are four modules in the InfoED RMS system:**

1. SPIN funding database
2. Proposal Development/Proposal Tracking
3. Post-award management
4. Animal ethics application and management

**This guide provides details on the animal care and use module to complete animal ethics applications.**

Please see [here for the guide on the other modules](#).

**Troubleshooting:** If you have questions about the InfoEd RMS that are not covered in this user guide, please contact [oris.internal@uleth.ca](mailto:oris.internal@uleth.ca) for assistance.



Please note: The screenshots in this document may not precisely match what you see. This may be due to a variety of reasons, such as software updates, different browsers and/or window sizes, etc.

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# 1. InfoEd Automatically Saves All Forms and Changes to Forms

Thank you for taking the time to review this guide. This first section asks that you try to minimize creating multiple blank Animal Ethics applications. **You cannot delete a record once you click the buttons under the main “Animal Care & Use” menu.**

1. When you click to open an “Initial Application”, InfoEd automatically saves a copy of the form. To open the form, please click “Locate My Records” in the horizontal blue menu at the top of the page.
2. If you are looking to start a record on an existing protocol, contact [oris.internal@uleth.ca](mailto:oris.internal@uleth.ca) first to determine if the record is uploaded into InfoEd. Danika is working hard over the next month, starting in September 2026 to ensure all the existing protocols are correctly uploaded into InfoEd. When the record is created, a form (amendment, renewal, report) is created as soon as you check the record number and click “Select” in the search window.

## 2. How to Log Into the InfoEd Research Management System

Faculty who conducts animal research can access the Animal Care & Use Module. Faculty are also able to request access for themselves if you do not see the “Animal Care & Use” tab on the lefthand side. Faculty can also request access for staff and trainees who will also work to submit proposals. Please email [oris.internal@uleth.ca](mailto:oris.internal@uleth.ca) to request access for a student, and provide their name, uLeth email, and staff/student ID number.

### 1. Once you have website access:

- a. Navigate to the webpage <https://ulethbridge.infoedglobal.com/>

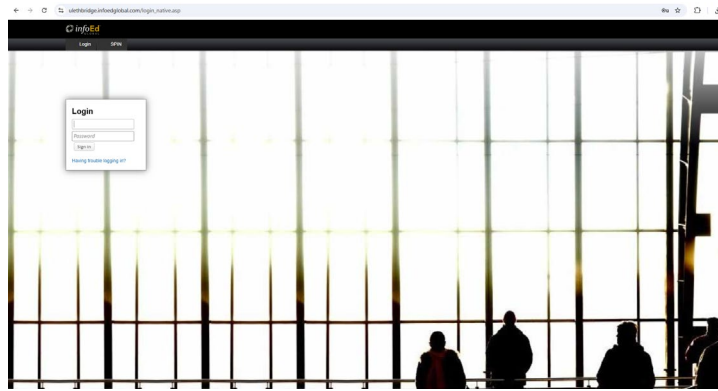
OR

**You can type: [go.uleth.ca/rms](https://go.uleth.ca/rms) into any browser to access InfoEd as well.**

- b. If you are already logged in through single-sign on (SSO), you will open the following page:

- c. If you are not logged in through SSO, you will be re-directed to the ORIS (Office of Research and Innovation Services) InfoEd Sharepoint page. Click on the blue box to enter InfoEd. You may be prompted to enter your uLeth email and password, and complete two-factor authentication.

- d. If you get the screen below, please email [oris.internal@uleth.ca](mailto:oris.internal@uleth.ca). It indicates something is not working properly with your Single-Sign-On (SSO), and your account will need to be updated.



## 4. Submit a New Protocol/Initial Application OR Animal Use Exemption Form

All animal ethics forms are accessed in the Animal Care & Use module. From the “Home” tab, click “Animal Care & Use” on the left. Click “Initial Application” to create the application form or “Animal Use Exemption” if that is your intended form.

1

2

3

4

A pop-up window will appear, and the form will load.

### 4.1. WHAT YOU NEED TO KNOW TO SUBMIT THE INITIAL APPLICATION

Animal Welfare Approval Form - Google Chrome

ulethbridgetest.infoedglobal.com/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=3A569BBE-9B29-42E7-81CD-B96E71D2188A&r...

ADMINISTRATIVE INFORMATION

CONTACT INFORMATION

PROJECT PERSONNEL

PROJECT SUMMARY

REPLACEMENT, REDUCTION, REFINEMENT

ADMINISTRATIVE INFORMATION

Protocol Number  
AWP-26-238

Submission Number  
AWP-26-238-01

\* Project Title  
New Protocol Created for.....

1. The **yellow asterix** indicates a mandatory field. You cannot submit the form without completing those fields. Please note that you will have to complete all or most fields for an application to be forwarded for review.
2. You can **scroll through the full form or click on the tabs** on the left to complete the form section by section.
3. **If you are the staff/trainee- YOU MUST CORRECTLY UPDATE THE CONTACT INFROMATION** (see section 4.2. below).
  - a. **For the staff/trainee:** Under the “Scientific Merit, Funding Source & Permits” section, you can select “No funding” to avoid being required to enter dates, or alternatively, ask your supervisor the start and end date of the research supporting this work.

- i. **For faculty:** If your staff/trainee select “No funding”, you should update this section once the form is forwarded to you.

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ADMINISTRATIVE INFORMATION                 | <b>SCIENTIFIC MERIT, FUNDING SOURCE &amp; PERMITS</b><br>* Is this project:<br>Research<br>SCIENTIFIC MERIT:<br>The Canadian Council on Animal Care requires that each research proposal has been evaluated and shown to have scientific merit through independent peer review before approving the project. The AWC must receive confirmation that the protocol is part of a research program or project that has been found to have scientific merit before the AWC can conduct the ethical review of the protocol. Please contact the Office of Research and Innovation Services if your proposal has not been evaluated for scientific merit to arrange for independent peer review.<br>* Status of Funding:<br>Pending associated fund/award (GXX-XXXX):<br>No Funding<br>* FUNDING OF DRUGS:<br>Planned according to the most current regulatory requirements, using guidelines acceptable to the regulatory agency(ies) and which meet the requirements of the CCAC policy statement on: ethics of animal investigation. |
| CONTACT INFORMATION                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| PROJECT PERSONNEL                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| SCIENTIFIC MERIT, FUNDING SOURCE & PERMITS |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| PROJECT SUMMARY                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| REPLACEMENT, REDUCTION, REFINEMENT         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| EXP. 1 - ANIMALS REQUESTED                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| EXP. 1 - ANIMAL PROCEDURES                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| EXP. 1 - SAMPLES FROM LIVE ANIMALS         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| EXP. 1 - ENDPOINTS                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

4. Several sections include a yellow plus sign. You can click on the plus to add more fields.
  - a. If you need to, you also have the option to remove a box if you add another field, but do not need it.

|                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|------|--|--------------|--|------------------------------------------|----------------------------------------------------------|--------------------------------|--|----------------------------------------------|--|----------------------------|--|-------------------|--|------|--|--------------|--|
| <div> <div></div> <div>Lock Form</div> <div>Validate</div> <div>Submit</div> <div>Save</div> </div>                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |
| <div>CONTACT INFORMATION</div> <div>PROJECT PERSONNEL</div> <div>PROJECT SUMMARY</div> <div>REPLACEMENT, REDUCTION, REFINEMENT</div> <div>EXP. 1 - ANIMALS REQUESTED</div> <div>EXP. 1 - ANIMAL PROCEDURES</div> <div>EXP. 1 - SAMPLES FROM LIVE ANIMALS</div> <div>EXP. 1 - ENDPOINTS</div> <div>EXP. 1 - FATE OF ANIMALS</div> <div>SPACE REQUIREMENTS</div> <div>HAZARDS TO STAFF</div> <div>DECLARATION</div> <div>REVIEW</div> | <b>EXP. 1 - ANIMAL PROCEDURES</b><br>List all procedures, manipulations, and measurements that will be performed on the animals.<br>* PROCEDURES<br><table border="1"> <tr> <td>Type of Procedure</td> <td></td> </tr> <tr> <td>SOP#</td> <td></td> </tr> <tr> <td>SOP Document</td> <td></td> </tr> <tr> <td>Are you deviating from the attached SOP?</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Procedure Title or Description</td> <td></td> </tr> <tr> <td>Animals Involved (species, strain, quantity)</td> <td></td> </tr> <tr> <td>Category of Welfare Impact</td> <td></td> </tr> <tr> <td>Type of Procedure</td> <td></td> </tr> <tr> <td>SOP#</td> <td></td> </tr> <tr> <td>SOP Document</td> <td></td> </tr> </table> | Type of Procedure |  | SOP# |  | SOP Document |  | Are you deviating from the attached SOP? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Procedure Title or Description |  | Animals Involved (species, strain, quantity) |  | Category of Welfare Impact |  | Type of Procedure |  | SOP# |  | SOP Document |  |
| Type of Procedure                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |
| SOP#                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |
| SOP Document                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |
| Are you deviating from the attached SOP?                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |
| Procedure Title or Description                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |
| Animals Involved (species, strain, quantity)                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |
| Category of Welfare Impact                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |
| Type of Procedure                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |
| SOP#                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |
| SOP Document                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |  |      |  |              |  |                                          |                                                          |                                |  |                                              |  |                            |  |                   |  |      |  |              |  |

5. You can generate a PDF of the application by clicking on the box in the horizontal blue header.
  - a. Please note if you are the staff/trainee, you can submit the form, and it will go to the PI for review. They are able to make comments within the form and return it to the trainee/staff for edits, OR make edits themselves and forward it to the AWC office.

|                                                                                                                  |                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <div> <div></div> <div>Close</div> <div>Print</div> <div>Validate</div> <div>Submit</div> <div>Save</div> </div> |                                                                                                                                                  |
| <div>CONTACT INFORMATION</div> <div>PROJECT PERSONNEL</div>                                                      | <b>EXP. 1 - ANIMAL PROCEDURES</b><br>List all procedures, manipulations, and measurements that will be performed on the animals.<br>* PROCEDURES |

6. **To submit the form:** Once you believe you have completed the form, you must:
  - a. Click “Lock Form.” If there are incomplete fields, a warning will appear, “Incomplete mandatory fields found.”
    - i. Once you click “okay” on the notification, the incomplete fields are highlighted, so you can complete the missing sections and click “Lock Form”
  - b. Click Submit.

#### 4.2. WHAT THE TRAINEE/STAFF NEEDS TO KNOW FOR THE INITIAL APPLICATION:

1. Under the “Contact Information” tab, you must add your supervisor as the Principal/Primary Investigator (PI) to the personnel list.
  - a. Select the yellow “+” plus sign
  - b. Search for your supervisor’s name
  - c. Select their name as the Primary Investigator
2. Please note that the emergency contact numbers only need to be included for the Principal/Primary Investigator, so once you update that role, the numbers will move to the PI.

ADMINISTRATIVE INFORMATION

CONTACT INFORMATION

PROJECT PERSONNEL

PROJECT SUMMARY

REPLACEMENT, REDUCTION, REFINEMENT

EXP. 1 - ANIMALS REQUESTED

EXP. 1 - ANIMAL PROCEDURES

EXP. 1 - SAMPLES FROM LIVE ANIMALS

EXP. 1 - ENDPOINTS

EXP. 1 - FATE OF ANIMALS

SPACE REQUIREMENTS

HAZARDS TO STAFF

DECLARATION

REVIEW

ALL PAGES

CONTACT INFORMATION

Personnel - Review +

Delete Personnel - Review

Name  
van Rootselaar, Nicole

Primary Investigator ☒

Role  
Primary Investigator

\* PI's Cell Phone

\* Emergency Contact Name

\* Alternate Emergency Contact Name

\* Emergency Contact Cell Phone

\* Alternate Emergency Contact Cell Phone

After Pete Investigator is added as the PI, the form changes:

1. The staff/trainee has identified themselves as the “Investigator.”
2. The staff/trainee can add other personnel who may need to edit and make changes to the proposal.

CONTACT INFORMATION

Personnel - Review +

Delete Personnel - Review

Name  
van Rootselaar, Nicole

Primary Investigator ☐

Role  
Investigator

\* PI's Cell Phone

\* Emergency Contact Name

\* Alternate Emergency Contact Name

\* Emergency Contact Cell Phone

\* Alternate Emergency Contact Cell Phone

Delete Personnel - Review

Name  
Investigator, Pete

Primary Investigator ☒

Role  
PI

\* PI's Cell Phone

\* Emergency Contact Name

\* Alternate Emergency Contact Name

\* Emergency Contact Cell Phone

\* Alternate Emergency Contact Cell Phone





## 5. Submit a Legacy Amendment for a Protocol approved pre-September 2026

For “legacy protocols” or protocols that were approved outside of the InfoEd system before launch in September 2026, they will look very different from protocols that were started within InfoEd. They will include:

1. Title
2. End date of research
3. CCAC Category of Invasiveness
4. CCAC Purpose of Animal Use
5. Protocol keywords
6. Contact Information (PI, with option to add staff/trainees).
7. Attachments of the previously approved protocol



The legacy amendment form is the only form specific to legacy protocols (protocols approved before September 2026). All other updates can be submitted with the existing forms (personnel amendments, renewals, final report, incident reports).

### Example of a legacy record:

The screenshot shows the University of Lethbridge InfoEd system interface. On the left is a navigation menu with 'ADMINISTRATIVE INFORMATION' selected. The main form area is titled 'ADMINISTRATIVE INFORMATION' and contains the following fields:

- Protocol Number:** AWP-26-204
- Submission Number:** AWP-26-204-01
- \* Project Title:** Example legacy Research Test
- Is this a legacy submission?** ☒
- \* Submission Type:** Legacy Submissions
- \* Start Date of Research:** 01-Aug-2024
- \* End Date of Research:** 31-Jul-2028
- \* CCAC Category of Invasiveness:** A. Experiments on most invertebrates or on live isolates (selected)
- \* CCAC Purpose of Animal Use (PAU):** PAU 0 – Animals held in breeding colonies that have not been assigned to a particular protocol (selected)
- \* Keywords:** Add 5-10 keywords that describe your experiment. test test test test test

#### 5.1. TO SUBMIT AN AMENDMENT FOR A LEGACY PROTOCOL

1. Click “Home” in the horizontal blue bar on the InfoEd main screen -> click “Animal Care & Use” on the lefthand side of the screen -> click “Legacy Submission-Amendment”.
2. The following unaesthetic window will open:
  - a. You can enter the protocol number if you know it, and click “search”.

OR

- b. Just click “Search”, and all the protocols you have access to will appear. You can check the appropriate one you would like to amend.
  - i. \*\*If you are a trainee, and nothing appears, you may need to be granted access. Please email [oris.internal@uleth.ca](mailto:oris.internal@uleth.ca) for help.

If you click search, you can scroll down to make your selection:

| Number     | Title                      | Creation Date       | PI                 |                          |
|------------|----------------------------|---------------------|--------------------|--------------------------|
| AWP-25-001 | How to add a legacy record | 08/17/2026 15:22:33 | Investigator, Pete | <input type="checkbox"/> |
| AWP-26-039 | Field Studies              | 07/11/2026 10:43:40 | Investigator, Pete | <input type="checkbox"/> |
| AWP-26-040 | Field Studies (obs only)   | 07/11/2026 11:01:11 | Investigator, Pete | <input type="checkbox"/> |

3. A form should open that looks like the image below. Please check that there are only four tabs on the left side menu.
  - a. If you incorrectly opened a new protocol with the legacy amendment, or did not select the legacy amendment, you can close the form, let [oris.internal@uleth.ca](mailto:oris.internal@uleth.ca) or [danika.dorchak@uleth.ca](mailto:danika.dorchak@uleth.ca) know so they can delete the unnecessary form.
  - b. Please check and confirm that this is for a legacy submission.
4. To complete the form, please see section 3 above on submitting an initial proposal for advice.

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## 6. Submit an Amendment, Personnel Amendment, Renewal, or Final Report

1. Click “Home” in the horizontal blue bar on the InfoEd main screen -> click “Animal Care & Use” on the lefthand side of the screen -> click on the relevant form button

University of Lethbridge

Welcome Pete Investigator Logout

Home My Profile Locate My Records Locate Records Calendar Messages Assignments Quick Find

Proposal Development  
Animal Care & Use  
Post Award Management  
Funding Database

**Need Help?**  
For assistance, please review resources here:  
<https://go.uleth.ca/infoed>  
Or contact:  
[oris.internal@uleth.ca](mailto:oris.internal@uleth.ca)  
To submit a suggestion, click [here](#)

### Animal Care & Use

If you have already clicked one of the options below, InfoEd automatically saved the record.  
Please click “Locate My Records” in the horizontal blue bar above to resume working on your open application.

**Create New**

|                      |                               |                     |
|----------------------|-------------------------------|---------------------|
| Initial Application  | Amendment                     | Personnel Amendment |
| <b>Renewal</b>       | Incident                      | Final Report        |
| Animal Use Exemption | Legacy Submission - Amendment | Copy from existing  |

**Accessing Records/Reporting**

Locate records by using filters Show a listing of All my records

2. The following unaesthetic window will open where you select the protocol to update:
  - a. You can enter the protocol number if you know it and click “search”.

**OR**

  - b. Just click “Search”, and all the protocols you have access to will appear at the bottom of the window. You can check the appropriate one you would like to amend.
    - i. \*\*If you are a trainee, and nothing appears, you may need to be granted access. Please email [oris.internal@uleth.ca](mailto:oris.internal@uleth.ca) for help.

Add Animal Protocol Close

Select by Number: Search Clear All

**Apply Filters**

**Browse By**

|                        |                        |                  |                               |
|------------------------|------------------------|------------------|-------------------------------|
| Sponsor/Scheme         | Principal Investigator | Primary Location | • Species No<br>Species Found |
| Set                    | Set                    | Set              |                               |
| Sponsor Type           | Investigator           | Locations        |                               |
| Set                    | Set                    | Set              |                               |
| Primary Center/Program | Primary Assoc. Dept.   | Review Board     |                               |
| Set                    | Set                    | - Select -       |                               |
| Center/Program         | PI Department          | Review Category  |                               |
| Set                    | Set                    | - Select -       |                               |

For the following selections, the range may not exceed 90 days

Agenda Date Range [ ] to [ ]

Approval Date Range [ ] to [ ]

3. If you click search, you can scroll down to make your selection. Check the box, and click “Select” above the menu.

☒ Supervisor Revisions      ☒ Committee Revisions      ☒ Expired  
☒ Routing      ☒ Subcommittee Review  
☒ Merit Revisions      ☒ Subcommittee Revisions

| Number     | Title                      | Creation Date       | PI                 |                          |
|------------|----------------------------|---------------------|--------------------|--------------------------|
| AWP-25-001 | How to add a legacy record | 08/17/2026 15:22:33 | Investigator, Pete | <input type="checkbox"/> |
| AWP-26-039 | Field Studies              | 07/11/2026 10:43:40 | Investigator, Pete | <input type="checkbox"/> |
| AWP-26-040 | Field Studies (obs only)   | 07/11/2026 11:01:11 | Investigator, Pete | <input type="checkbox"/> |

4. Depending on the form you selected, the correct form should open. Please see the full guide for more information on how to complete the forms. See section 3 above for general instructions on submitting and completing the form.

## 7. Notifications after submitting, Revisions, and Approvals

1. Approval Workflow:
  - a. If a staff/trainee submits an application/amendment/report, they will receive an email confirming that the application was forwarded to the Supervisor/PI.
  - b. The PI will receive an email asking them to review and approve the application. They can make changes to the application and forward them to the office  
**OR**  
 The PI can make changes and comments in the application and return it to the staff/trainee so they can make further comments.
  - c. Once the PI forwards the application, all people listed under “contact personnel” will receive a confirmation email.
2. Revisions:
  - a. Once the vet/AWC/subcommittee has reviewed the application, if they require changes, the Ethics Officer will return the application to the Supervisor/PI.
  - b. The PI can view the comments, respond to comments, and edit the application within the form. They can send it back to the ethics office **OR**
    - i. Forward the application to the staff/trainee, who can view the comments, add their own, and make changes. Once the staff/trainee is done, the application will be forwarded to the Supervisor/PI, who can continue to update or forward the application to the AWC Office.
3. Approval:
  - a. Once the protocol is approved, you will receive an automatic email from [noreply-infoed@uleth.ca](mailto:noreply-infoed@uleth.ca).