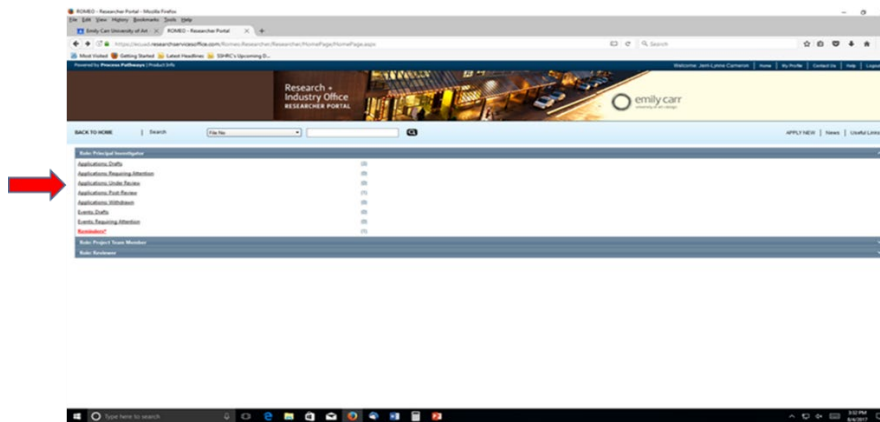


Submitting extra documentation for an active research project

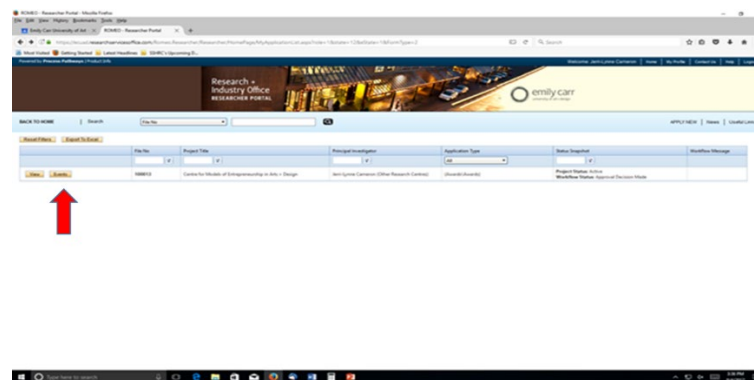
Once a research project is approved and in progress, researchers will not be able to edit the original file; however, extra documentation like reports and declarations, requests for legal support, etc can be uploaded throughout the duration of the project. To upload a new file to a submitted project, you need to use the 'Event' feature. The Research + Industry Office has created a series of Event forms to facilitate the process.

Instructions:

1. Log in to the Researcher Portal and find the file for which you need to submit new documentation. The file will be saved under 'Applications Post-Review' tab



2. Click on the file and then click the Event button:



3. Choose the appropriate form from the list:

The screenshot shows the Researcher Portal interface. At the top, there is a navigation bar with the text 'Research + Industry Office RESEARCHER PORTAL' and the 'emily carr UNIVERSITY OF CALGARY' logo. Below this is a search bar with a 'File No' dropdown and a search button. The main content area is titled 'Create New Event' and contains a table with the following rows:

Event Form Name	Description
Additional documentation for existing project	Use this form to upload missing or updated documents to an existing project.
Annual Conflict of Interest Declaration	All researchers with active projects must fill in this form on an annual basis.
Contract/Legal Support Request	All legal agreements associated with research at Emily Carr must be initiated and managed through the Research + Industry Office. To request a contract or other legal support for your project, complete this form.
Final Report Submission Form	Final reports are required for any funded research project. Please use this form to submit your report to the Research Office.
Internal Research Grants - Project Extension Form	
Partial Release of Funds Request Form	In accordance with university agreements with funding agencies, research funds for projects involving human participants are only released to researchers when there is full ethics approval. In order to access partial release of funds, please complete and submit this form to the Research Office.
Program Report Submission Form	Some funding agencies require periodic submission of program reports. Please use this form to submit a copy of your report to the Research Office.
Request for Transfer of Grant Funds/ Subsequent Agreement	Research projects often involve co-investigation at other institutions. In these cases, a need might arise to transfer funds to these institutions so that co-investigators may complete activities.
Research Ethics Annual Declaration	The Tri-Agency Agreement on the Administration of Grants and Awards by Research Institutions requires that researchers make regular declaration of the participation of human subjects in their research. This declaration must be made annually for all research projects administered by Emily Carr University.

4. Fill the form, save it and hit 'Submit'.
5. A new window box appears for you to add simple comments about your submission. Enter the comments and hit 'Submit'
IMPORTANT: If you do not follow this last step, your Event form is not properly submitted.

Please contact the Research + Industry Office if you need any assistance: research@ecuad.ca