Harmony Training 006: Basic Navigation for Reviewers

Last Updated: May 2025

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Contents

- Reviewer Navigation and Actions (For all reviewers)

- Health Institution Assessment (HIA) Processes

- Support Contacts

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Reviewer Navigation and Actions

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Reviewers will have accounts
provided by the RITHIM Office

Using a web browser (Chrome, Firefox
or Safari recommended) navigate to:
https://review.rithim-
harmony.ca/Account/Login

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Receiving assigned review

In your Email inbox

As assigned reviewer, you will have received an email and an in-system notification for each application to be reviewed.

Submission Type: RITHIM Application Form

Ethics Board:

Ethics Review Level:

PHRPC Review Level (if applicable):

A review has been assigned to you for the above-mentioned submission. Please log in to Harmony to review your Work Area for additional details.
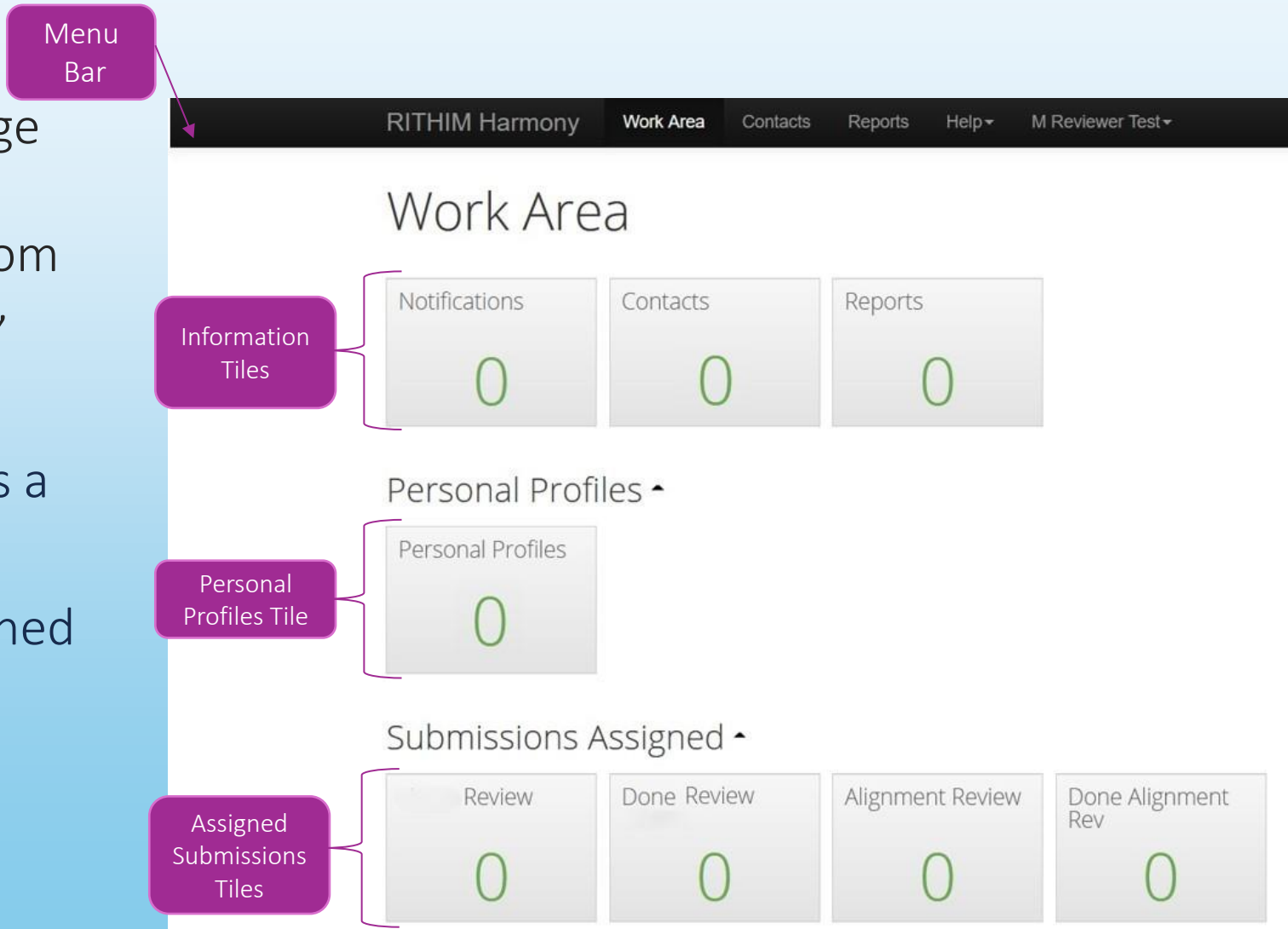
The submission can also be accessed here: https://review.rithim-harmony.ca/Timeline/Index/136

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Reviewer Work Area

The Work Area is the landing page after you log into Harmony.

Here you will find a Menu Bar from which you can manage Contacts, run Reports, or use Harmony's online Help features.

The centre of the screen displays a Work Area Information Tiles Section, Personal Profiles Tiles Section and a Submissions Assigned Tiles Section specific to the individual logged into Harmony.

Menu Bar

Information Tiles

Personal Profiles Tile

Assigned Submissions Tiles

RITHIM Harmony   Work Area   Contacts   Reports   Help▾   M Reviewer Test▾

Work Area

Notifications	Contacts	Reports
0	0	0

Personal Profiles ▴

Personal Profiles
0

Submissions Assigned ▴

Review	Done Review	Alignment Review	Done Alignment Rev
0	0	0	0

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Reviewer Work Area – Information Tiles

In the Information Tile section of the work area there are three tiles:

The Notifications Tile

- This tile contains an indicator of how many new messages have been sent to this account, including:
  - new assignments, new activity on current assignments that may be relevant to your review, messages from the RITHIM office, etc.

The Contacts Tile

- The contacts tile is populated with contact information of individuals that may be frequently required for review or system support

The Reports Tile

- This tile contains information about any generated reports contained within in the system that are accessible for the user

RITHIM Harmony Work Area Contacts Reports Help M Reviewer Test

Work Area

Information Tiles

Notifications 0   Contacts 0   Reports 0

Personal Profiles

Personal Profiles 0

Submissions Assigned

Review 0   Done Review 0   Alignment Review 0   Done Alignment Rev 0

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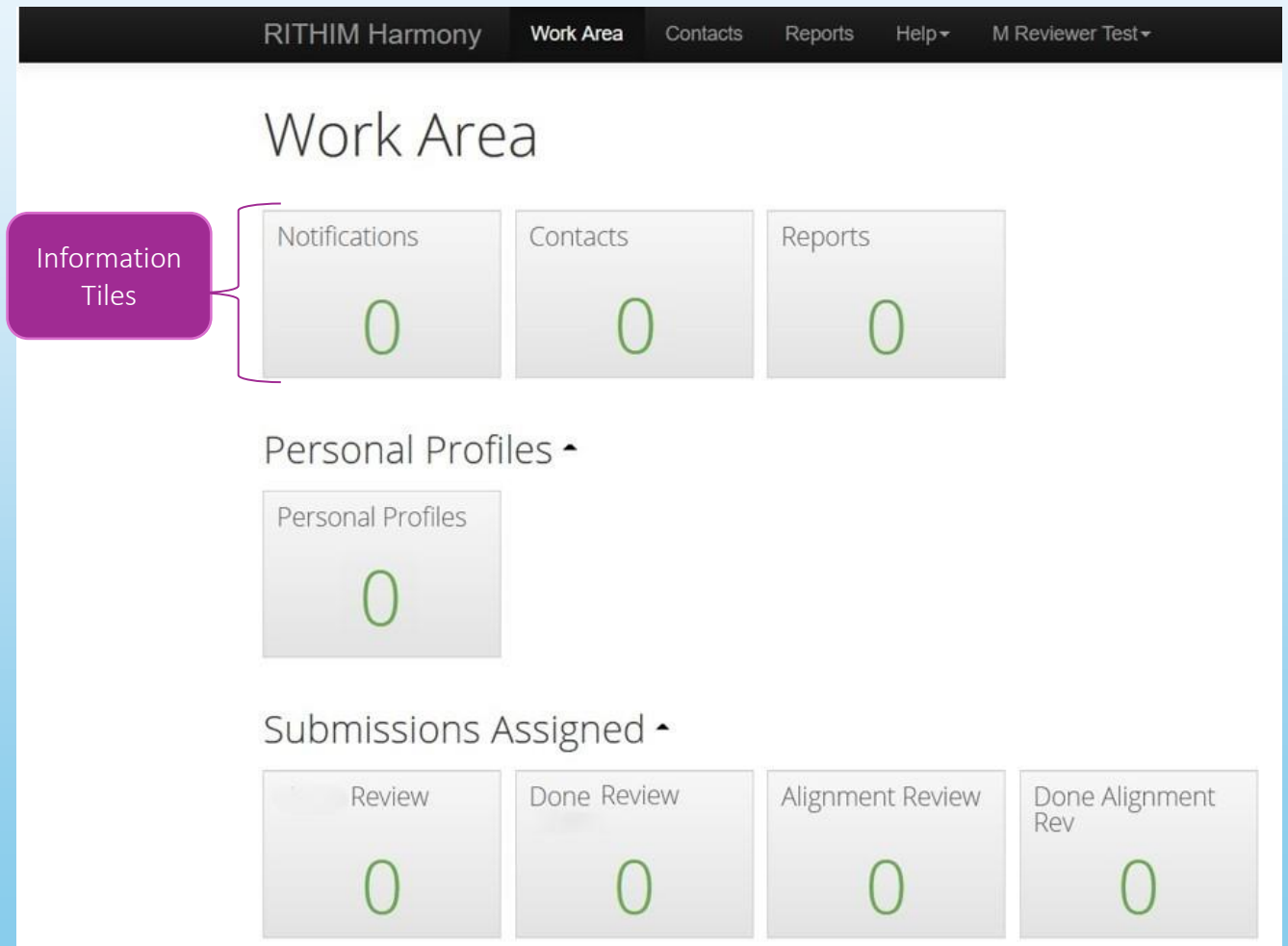
Reviewer Work Area – Personal Profiles

The Personal Profiles tile contains all Personal Profiles entered into the system for all users.

Personal profiles basic information about the user along with certification documents such as CORE and PHIA. For PIs, this section will also contain CV information.

Personal profiles will be referenced in applications for any individuals listed as Research Team members and can be accessed by reviewers from this tile at any time.

Reviewer Work Area – Submission Assigned Tiles

The Submissions Assigned tile section contains any projects submitted for review that are assigned to the user in a number of different states:

- The Review tile will show the user any assigned submissions that are currently pending their review.

- The Done Review tile will show any assigned submissions that are complete from the perspective of the user's review or approved.

- The tiles for Alignment Review and Done Alignment Review will hold any assigned submissions that must proceed to a RITHIM Alignment Review and when the Alignment is complete respectively.

Submissions Assigned Tiles

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Clicking the "Review" tile in the Submissions Assigned ared will take the reviewer to the list of assigned applications
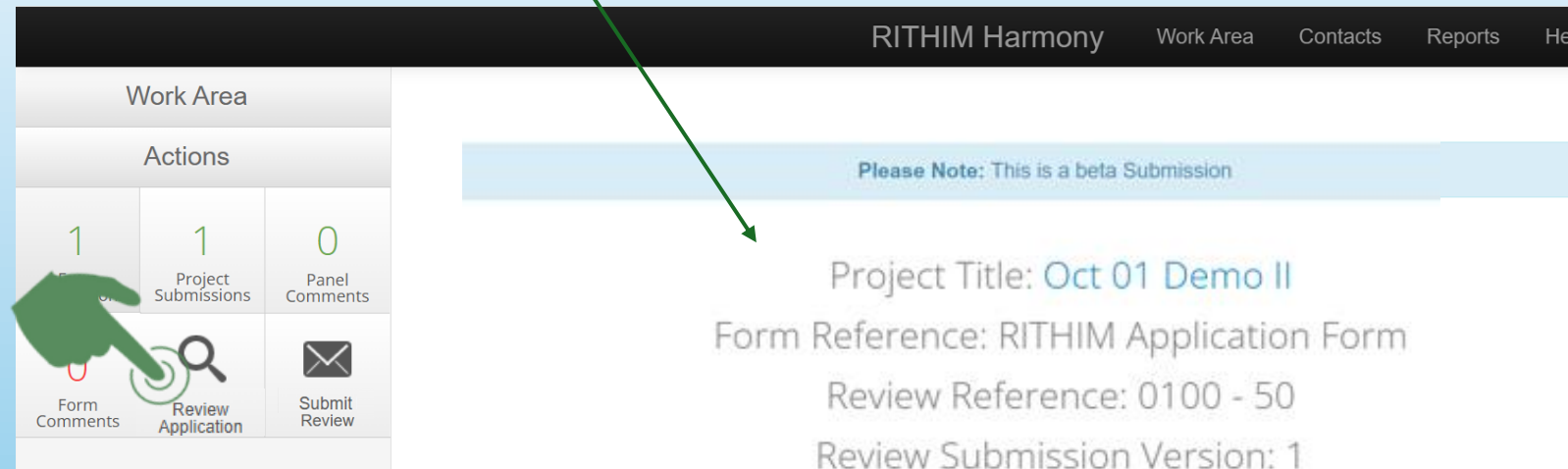
From here, the reviewer can select a specific application to open

After opening the application for review, the user can click "Review Application" to begin the review process

Review

		Review Reference		Review Submission Version		Project Id
✔	⚑	0100 - 50		1		100

Showing 1 to 1 of 1 entry

RITHIM Harmony   Work Area   Contacts   Reports   He

Work Area

Actions

1	1	0
	Project Submissions	Panel Comments

0		
Form Comments	Review Application	Submit Review

Please Note: This is a beta Submission

Project Title: Oct 01 Demo II

Form Reference: RITHIM Application Form

Review Reference: 0100 - 50

Review Submission Version: 1

Selecting an Application to Review

The application will open at the main navigation page and the review can begin

Items completed by the Research Team are highlighted in **Blue font**

Clicking on "**General**" in the "**Project Summary**" section will open the application for the review to begin

RITHIM Harmony   Work Area   Contacts   Reports   Help▾   M Reviewer Test▾

Work Area

Actions

Timeline | View as PDF | Documents

0 Panel Comments | 0 Changes | 0 Form Comments

Review Reference: 0100 - 50

Project Id: 100   Version: Beta

☑ Show Inactive Sections

RITHIM Application Form

Section	Questions
Application Type	Application Type | Response to Revisions Required | Amendment Details | Amendment Instructions
Project Summary	General | Research Personnel | Project Sponsor | Type of Research
Project Context	Multi-Centre Projects | Sites Under the Authority of the Local PI | Endorsements & Authorizations | Project Design | Funding
Data Management	Data Collection | Secondary Data | Data Flow | Data Security
Participants	General | Recruitment | Consent | Interventions | Benefits and Risks/Harm | Participant Safety | Feedback to Participants | Withdrawal
Specimen Management	Specimen Collection | Specimen Analysis | Specimen Storage | Specimen Transfer
Health System Services	Service Areas | Service Area Training | Inpatient/Outpatient Care | Diagnostic Imaging | CancerCare Manitoba (CCMB) | Additional Services | Project Contacts for the Health System
Additional Attachments	Additional Attachments
Signatures	Signatures

Navigation

The reviewer will scroll through each section, reviewing the content provided by the Research Team

When the Reviewer has finished one section, they will navigate forward by pressing the "Next" tile

Navigating an application

At any time, Users can click the "**Navigate**" tile to quickly navigate to any section of the application form

This will return the User to the main navigation screen

Navigation

Work Area
Actions

Previous | Next | Navigate

RITHIM Harmony   Work Area   Contacts   Reports   Help▾   M Reviewer Test▾

Work Area
Actions

Timeline | View as PDF | Documents

0 Panel Comments | 0 Changes | 0 Form Comments

Review Reference: 0100 - 50

| Project Id: | 100 | Version: | Beta |

RITHIM Application Form
☑ Show Inactive Sections

Section	Questions
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Specimen Management	Specimen Collection | Specimen Analysis | Specimen Storage | Specimen Transfer
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Additional Attachments	Additional Attachments
Signatures	Signatures

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At any time during the review, if Reviewers have comments specific to a single question, they can click "New Comment"

Any question in this section can then be selected, and a comment added

Reviewer Comments

RITHIM Harmony   Work Area   Contacts   Reports   Help▾   M Reviewer Test▾

Select a question to comment on

RITHIM Application Form

Project Title: Oct 01 Demo II

Project Id: 100   Version: Beta

Actions

Previous   Next   Navigate

Timeline   View as PDF   Documents

0   0   0
Panel Comments   Changes   Form Comments

➕ New Comment

Project Summary - General

Please provide full project title   Select Me

This project title should be consistent with the title of the project protocol and will be reflected on all official correspondence (e.g., approval letters).

Is there a Sponsor Protocol ID?   ○ Yes   ○ No   Select Me

Is there a project acronym?   ○ Yes   ○ No   Select Me

Please provide a lay summary of the project (do not copy and paste directly from protocol)   Select

Add Comment   ✕

Question Title   Provide a lay summary (do not copy and paste directly from protocol)

Change Request   ✕ Comment

Visible to Applicant   ✕ Hidden from applicant

Comment   Lay Summary requires additional ....

Cancel   Save

If Reviewers have comments relevant to the overall submission, they can select "Form Comments" in the WORK AREA and add a new comment which will apply to the entire submission

Reviewer Comments

At any time, Users can click the "Documents" tile to open a list of all documents included with the submission, including the ability to generate a PDF of the application form itself

Documents can be viewed or downloaded either all together, or selected as needed

Documents

Documents can also be accessed by clicking the "Timeline" tile and then clicking the "Documents" tab

This bring up a similar view to the "Documents" tile previously discussed, where users can view or download the documents included with the submssion.

Documents

After the application has been reviewed and relevant comments provided, the Reviewer will click "Submit Review"
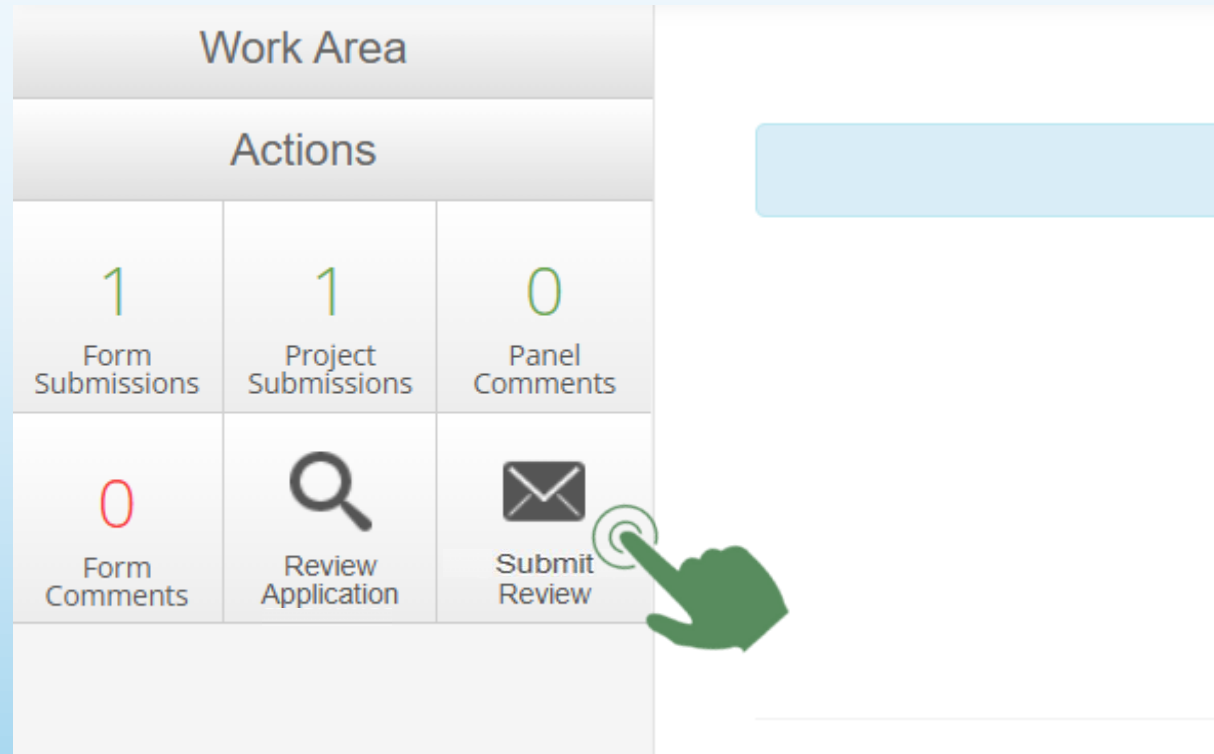
Submitting Reviews

For delegated reviews Chairs will complete the review clicking the "DELEGATED Decision REB" tile their WORK AREA, completing details about the decision, including any associated conditions and then clicking the green "SUBMIT DELEGATED Decision REB" button to submit the review

Full board ethics and PHRPC panel will follow a similar process

- RITHIM Program Officers will draft the decision
- Chairs will approve the decision

REB & PHRPC Chairs

DELEGATED Decision REB

Action Date: Now

Timeline Notes:

Timeline notes are not shared with Researchers

Submission Type: RITHIM Application Form

REB Decision

The above-mentioned submission was reviewed in a delegated manner on 7 February 2025

The application was acknowledged.

The application was approved.

The revisions listed below must be made prior to receiving CHIPER approval.

The application was referred to the full board for review.

Comments/Revisions:

-

Existing | My Drafts | Preview | DELEGATED Decision REB | Close

Health Institution Assessment (HIA) Processes

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The HIA Member will review the Sites Under the Authority of the Local PI Section to confirm the sites required for the project

HIA - Confirming Project Sites

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Sites required for this project

Sites Under the Authority of the Local PI

Please indicate all the locations(s) where the project will be conducted and/or any project activities

Site
Grand Marais Primary Health Care Clinic - Interlake Eastern Regional Health Authority
Beausejour Primary Health Care Centre - Interlake Eastern Regional Health Authority
Kin Place Primary Health Care Centre - Interlake Eastern Regional Health Authority
Arborg Primary Health Care Centre - Interlake Eastern Regional Health Authority

Confirm Project sites

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The Member can then confirm the Services Areas required for the project by reviewing the appropriate Question Page in the Health System Services section

Confirming Health System Services

This section shows the Service Areas required for this project

Health System Service Areas

From the following service areas, please select all those required for this project

Select service area
- ☑ Inpatient/Outpatient Care
- ☐ Diagnostic Imaging (Cardiology, Neurology, Radiology)
- ☐ Manitoba Tumour Bank
- ☐ CancerCare Manitoba
- ☐ CCMB Lab
- ☐ Shared Health Lab
- ☐ Shared Health Pathology
- ☐ Pharmacy
- ☐ Health Information Services
- ☐ Additional Services
- ☐ Not Applicable

Service Areas

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Additional detail is available in the identified sub-section, in this case, Inpatient/ Outpatient Care

Service Area Details

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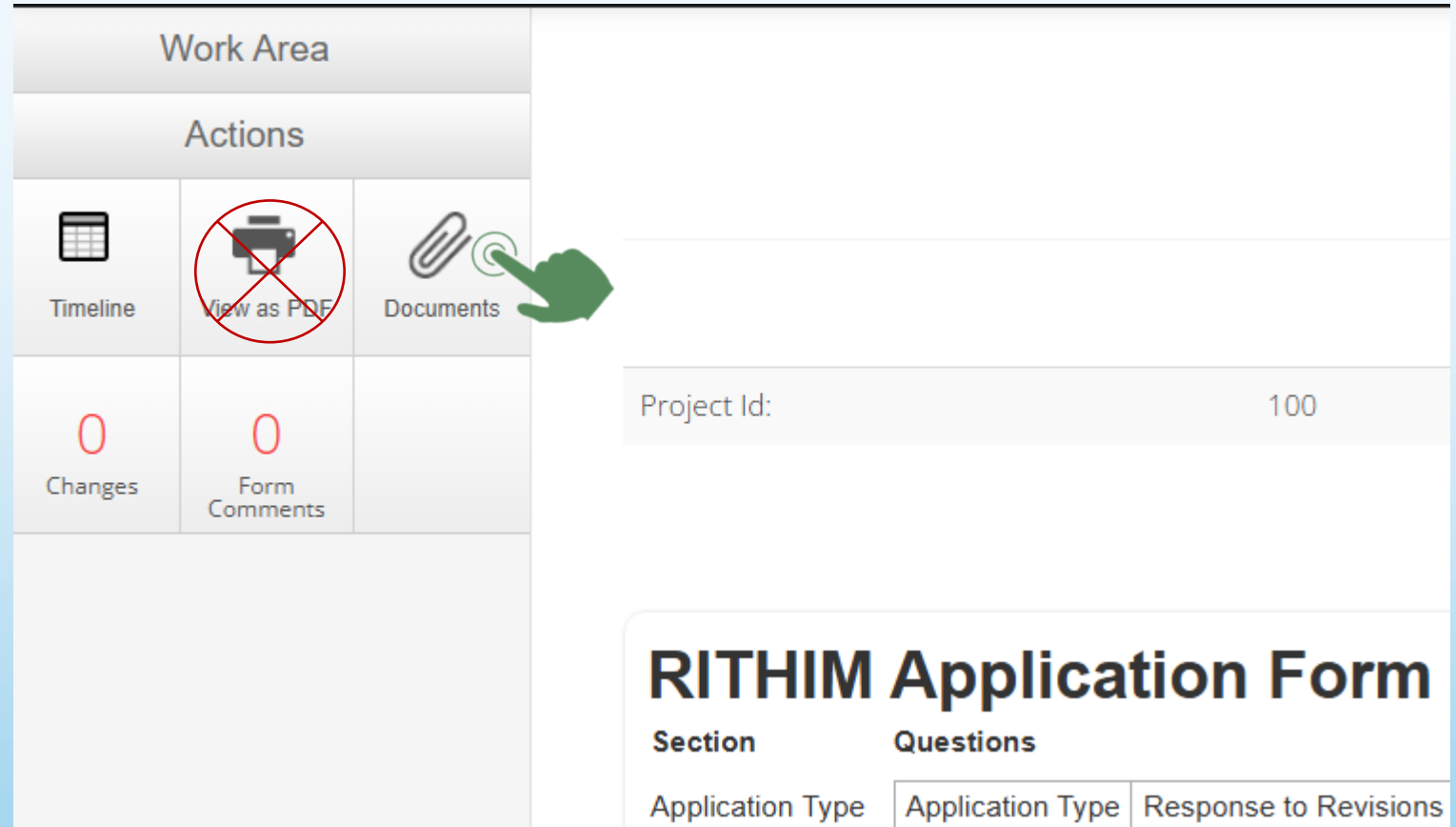
The specific Inpatient/ Outpatient Care service details are contained in this section, and the Member can then determine the appropriate distribution within this Site

Service Area Details

There are two options to create a PDF of the submission

The "Documents" tile will create a ZIP file with each submission document as individual files, which will enable more selective distribution

The "View as PDF" tile will create a single PDF with all documents within and is not recommended for distribution

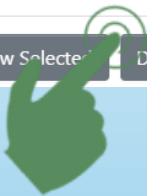# Prepare Application PDF for Distribution

RITHIM HARMONY

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A list of documents associated with this project will be displayed, allowing the Member to select or exclude specific documents and then click "Download Selected"
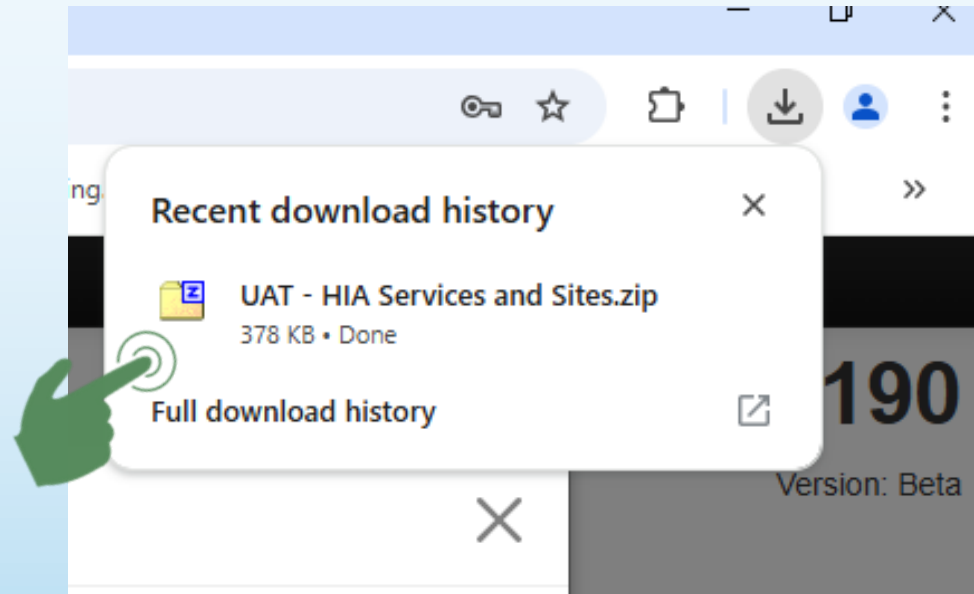

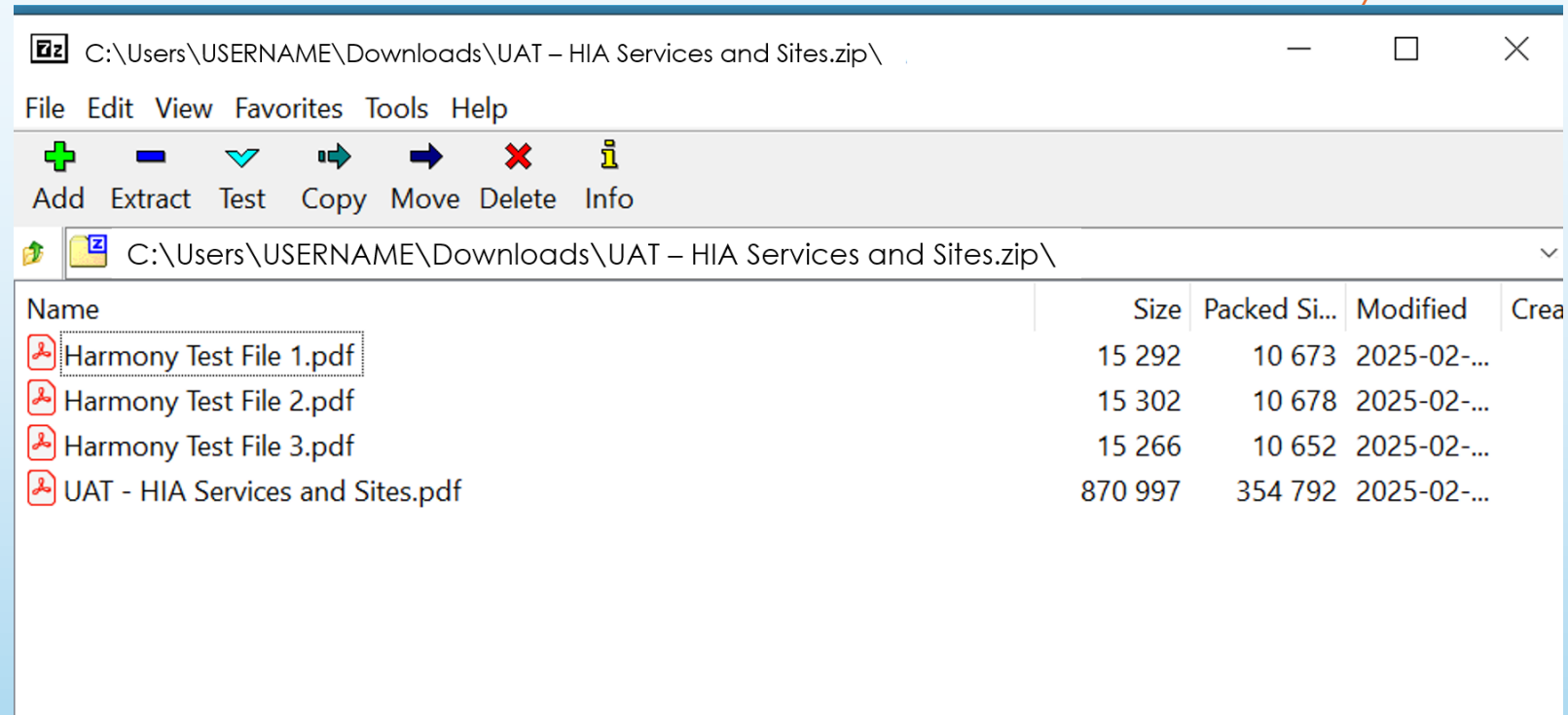# Prepare Application PDF for Distribution

The file will be
downloaded into your
"Downloads" file on your
computer and a window
will pop-up showing the
ZIP file name and location.

Clicking on this will open
the ZIP File

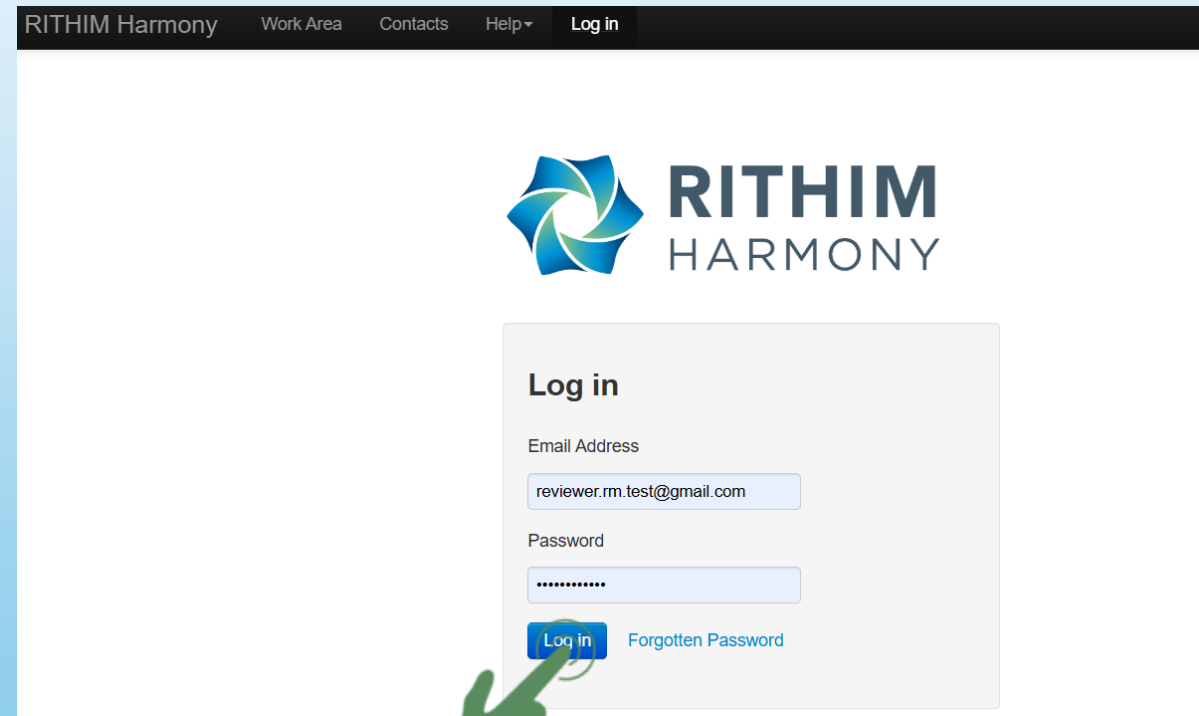# Prepare Application PDF for Distribution

This ZIP file can be stored in your preferred location and then distributed to the appropriate "Departments" for review

Prepare Application PDF for Distribution

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Preparing the Collated Review

▶ Once the HIA Member has collated all reviews and assessments from the various departments which received this submission and summarized the overall Health Institution Assessment perspective, This information can be entered into the system

▶ The HIA Member will Log back into HARMONY

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The Member will click "Submit HIA Review" to launch a form to detail the Health Institution Decision

Submitting HIA Reviews

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The Health Institution's Decision form pre-populates with Project information

The Health Institution Decision

The Member will enter the specific results relevant to each Site.

If the overall decision is the same across all sites, the Member will complete one table entry indicating "applies to all sites"

Once complete, the Member will click Submit HIA Review

Submit HIA Review

Action Date: Now

Timeline Notes:

Timeline notes are not shared with Researchers

Department/Facility/Region	Decision	Comments/Conditions
Grand Marais Primary Health Care Clinic ·	☑ Approved ☐ Revisions Required ☐ Tabled	
Beausejour Primary Health Care Centre	☐ Approved ☑ Revisions Required ☐ Tabled	
	☐ Approved	

Existing My Drafts Preview   Submit HIA Review Close

The Health Institution Decision

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RITHIM Support Contacts for Reviewers

Technical Support & Training – Mark Pinder mark.pinder@researchmb.ca

CHIPER – Anna Glybina anna.glybina@researchmb.ca

PHRPC – Elaine Burland elaine.burland@researchmb.ca

Health System – Dianna Dandeneau dianna.dandeneau@researchmb.ca

End of Harmony Training

006: Basic Navigation for Reviewers