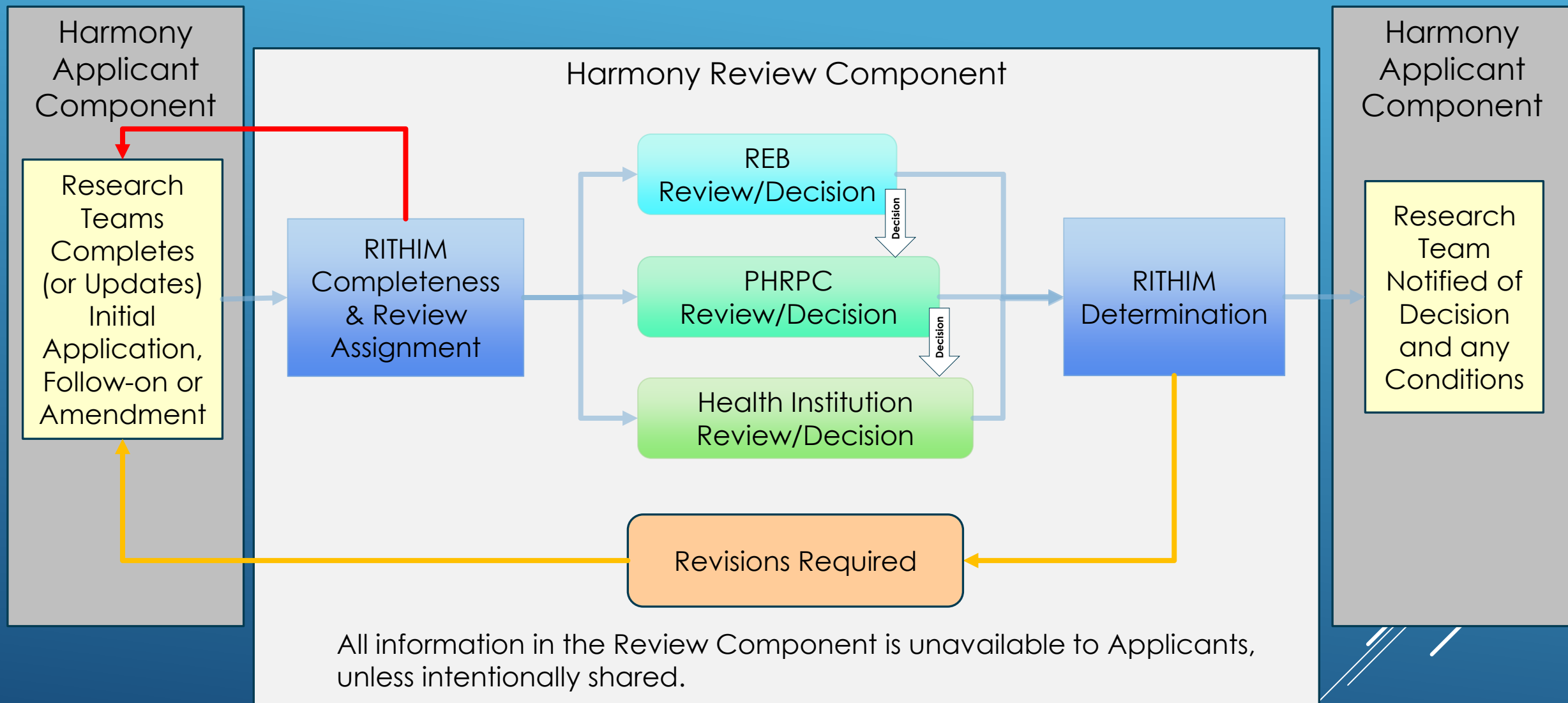


RITHIM HARMONY APPLICANT INSTRUCTION SLIDES



HIGH-LEVEL HARMONY WORKFLOW

USER REGISTRATION AND PERSONAL PROFILE

- ▶ To begin, navigate to <https://apply.rithim-harmony.ca>



RITHIM
HARMONY

Log in

Email Address*

applicant.rm.test@gmail.com

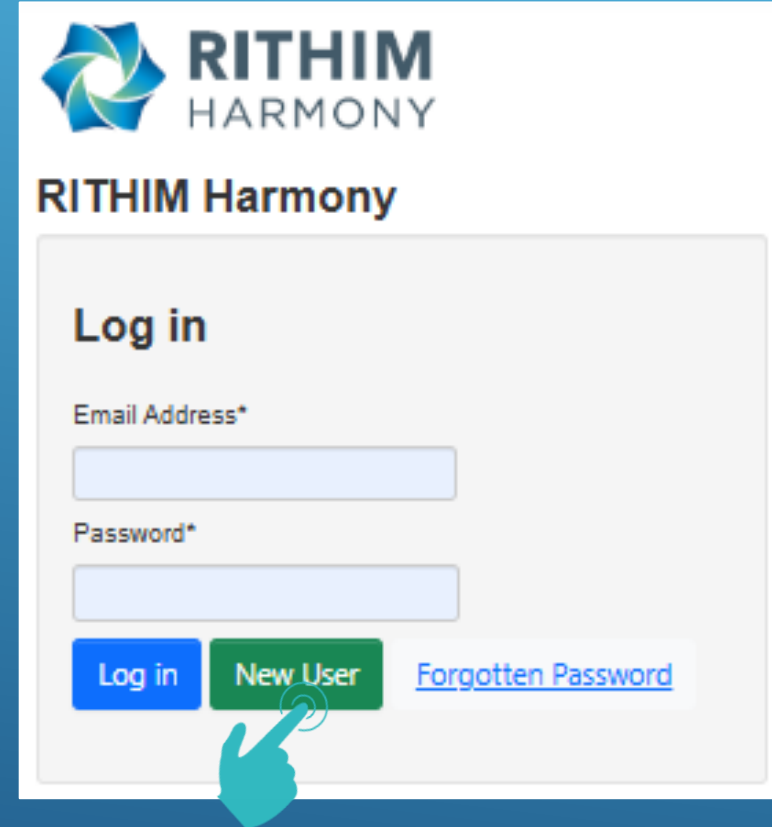
Password*

Log in

New User

[Forgotten Password](#)

- ▶ You should arrive at the RITHIM Harmony Log In page
- ▶ If you do not yet have a Harmony Applicant account – clicking on **New User** will enable you to create an account in Harmony



RITHIM
HARMONY

RITHIM Harmony

Log in

Email Address*

Password*

[Log in](#) [New User](#) [Forgotten Password](#)

CREATE A NEW HARMONY ACCOUNT

- ▶ This information is associated with your USER Registration and will remain the same across all activities in Harmony.
- ▶ Complete the required information, denoted by an *
- ▶ Add any additional information (optional)
- ▶ Review the Terms and Conditions and Privacy Policy
- ▶ If you agree, check the “I agree to the Terms and Conditions and Privacy Policy” checkbox
- ▶ Click Register

NEW APPLICANT USER REGISTRATION

Register

Required

Title*
Mr

First Name*
Test

Last Name*
Applicant

Qualifications

Organisation

Department

Faculty

Campus

Telephone

Fax

Address 1

Address 2

Town / City

Postcode

County / State / Province

Country


Required

Email Address*
applicant.rm.test@gmail.com

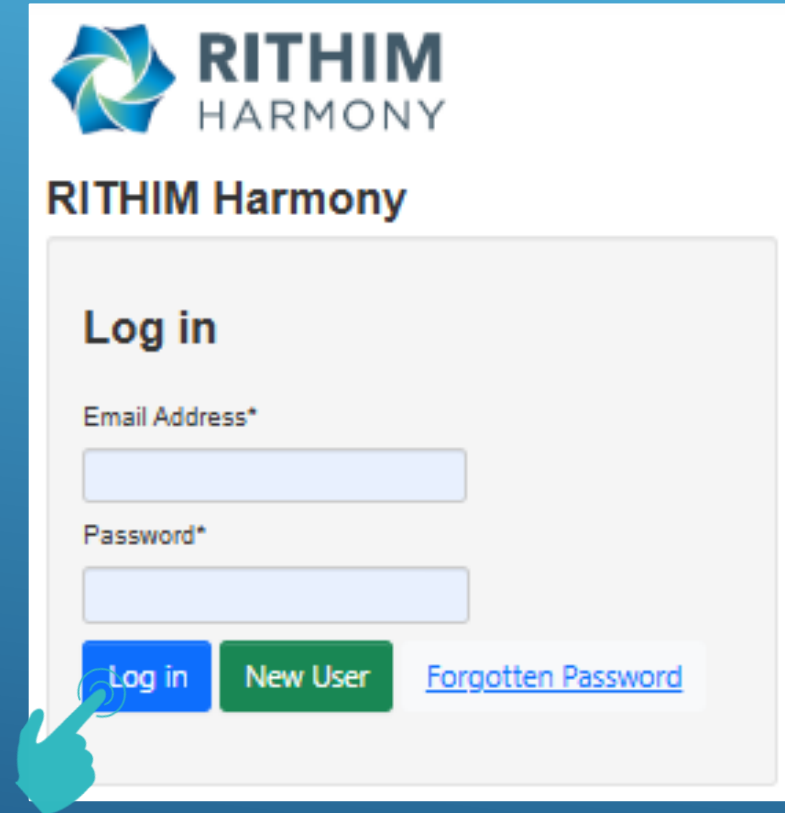
Password*

Confirm Password*

☒ I agree to the Terms and Conditions and Privacy Policy

 Register

- ▶ You should receive an email welcoming you to the RITHIM Harmony system
- ▶ Click the link in the email to activate your account and complete registration
- ▶ Once you are a registered HARMONY user you can navigate to: <https://apply.rithim-harmony.ca/Account/Login> and enter the Email Address associated with your Harmony account
- ▶ Enter the Password associated with your Harmony account
- ▶ Click Log in



RITHIM
HARMONY

RITHIM Harmony

Log in

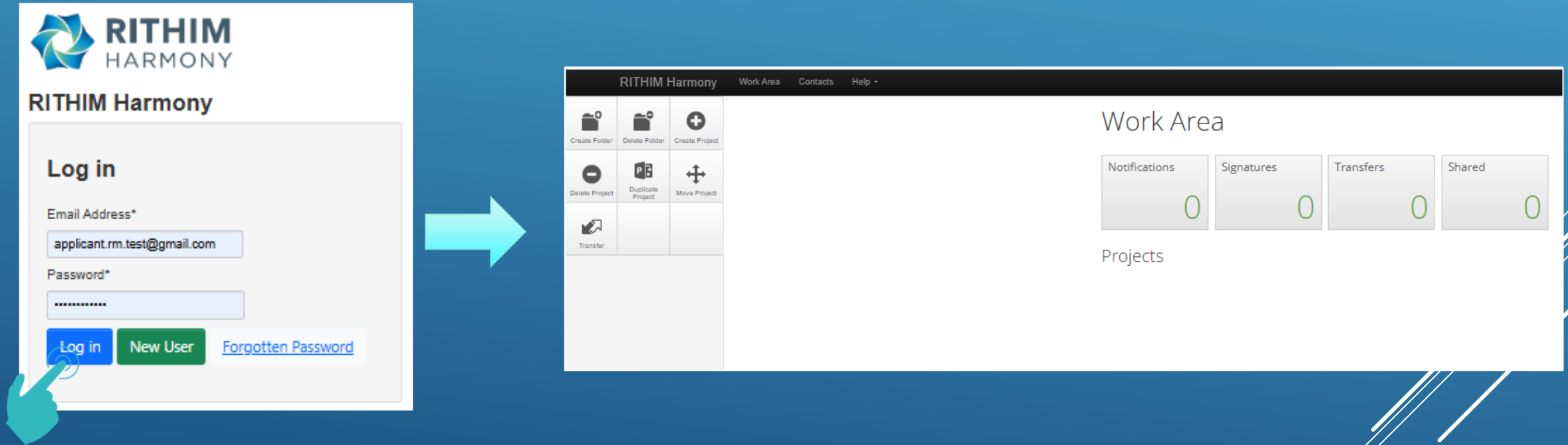
Email Address*

Password*

Log in New User [Forgotten Password](#)

LOG INTO HARMONY

- ▶ A successful log-in lands the Applicant user in their Work Area, which will be mostly blank on first log-in



SUCCESSFUL LOG IN TO HARMONY

- ▶ Once the USER registration is complete, it is time to create your Personal Profile, where information similar to your Curriculum Vitae will be captured once, for reference across projects.
- ▶ Select “Create Project” Action
- ▶ Enter your Lastname, Firstname, Initials in the Project Title
- ▶ Select “Personal Profile Form”
- ▶ Click “Create”

The screenshot illustrates the 'Create Project' workflow in the RITHIM Harmony application. The interface is divided into three main sections:

- Top Toolbar:** Contains icons for 'Create Project', 'Delete Folder', 'Delete Project', 'Duplicate Project', and 'Move Project'. The 'Create Project' icon (a plus sign inside a circle) is highlighted with a red box and a red arrow pointing to the 'Create Project' dialog box.
- Project Management Grid:** A grid of icons for project management actions: 'Create Project', 'Delete Folder', 'Delete Project', 'Duplicate Project', and 'Move Project'. The 'Create Project' icon is highlighted with a red box and a red arrow pointing to the 'Create Project' dialog box.
- Create Project Dialog Box:** A modal window titled 'Create Project' with a close button (X) in the top right corner. It contains the following fields:
 - Project Title* (Max 200 characters):** A text input field with the placeholder text 'LASTName, FIRSTName, Initials'.
 - Form*:** A dropdown menu with the placeholder text 'Please select...'. The dropdown is open, showing two options: 'Get Started' and 'Personal Profile Form' (which is highlighted in blue).
- Create Button:** A blue button labeled 'Create' with a red arrow pointing to it from the bottom right corner of the dialog box.

- ▶ You will land on the Personal Profile Page, where you can select the “Details” Questions Page to begin

The screenshot displays the RITHIM Harmony web application interface. At the top, a dark navigation bar contains the text "RITHIM Harmony" and links for "Work Area", "Contacts", and "Help". A "Beta Test Mode" label is positioned in the top right corner. Below the navigation bar is a sidebar with icons for "Project", "Roles", "Completeness Check", "Refresh", and "View as PDF". The main content area is titled "LASTName, FIRSTName, Initials". It features a "Project Tree" section with a collapsible menu showing "LASTName, FIRSTName, Initials" and "Personal Profile Form". Below this is a table with two columns: "Action Required on Form" and "Status". The table contains one row with the value "Yes" under the first column and "Not Submitted" under the second. A horizontal navigation bar below the table includes tabs for "Navigation", "Documents", "Signatures", "Collaborators", and "Subm". The "Personal Profile Form" section is highlighted, showing a "Section" dropdown set to "Personal Profile" and a "Questions" section with tabs for "Details", "Certifications", "Affiliations", "Curriculum Vitae (CV)", "Other Training", and "Signature". A red hand icon points to the "Details" tab.

RITHIM Harmony Work Area Contacts Help Beta Test Mode

Project Roles Completeness Check Refresh View as PDF

LASTName, FIRSTName, Initials

Project Tree

- LASTName, FIRSTName, Initials
 - Personal Profile Form

Action Required on Form	Status
Yes	Not Submitted

Navigation Documents Signatures Collaborators Subm

Personal Profile Form

Section	Questions
Personal Profile	Details Certifications Affiliations Curriculum Vitae (CV) Other Training Signature

- ▶ You will complete each area of the Personal Profile form and navigate to the next Questions Page by clicking “Next Page”

Personal Profile Form

Project Title: LASTName, FIRSTName, Initials

Version: Beta

193

Personal Profile Details

Short title

Please complete and submit this form and take note of your Personal Profile Project ID number. Your Personal Profile Project ID number will be required if you are listed as a Research Team member in any RITHIM Application Form.

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified
> Applicant, Test	164	M Applicant Test	2025/01/08 07:59	2025/01/08 07:59

This form will expire 1 year after submission. Please ensure you review, update, and resubmit this form annually.

Search User

Assign Role

First Name

Surname

Email

If the person completing this form is not the subject of the form, you must assign Read/Write/Submit/Create Sub Form permissions (at minimum) to that individual, using the Roles action on the left-hand side.

Previous page Next page

- ▶ Principal Investigators are required to enter more information in their personal profiles
- ▶ In both the Personal Profile Form and a Health Research Application, some questions can be answered more than once to capture appropriate detail
- ▶ For example, if you have multiple post-secondary affiliations institutions, enter the first one and then select “Add Another” to enter more

Personal Profile Form

193

Project Title: LASTName, FIRSTName, Initials

Version: Beta

Affiliations

0

Are you currently a Principal Investigator (including Student PI), Sub-Investigator, Co-Investigator, or Supervisor/Advisor on a research project? ☒ Yes ☐ No

Please Note: if you respond “No” to this question and later become an investigator or supervisor on a project, you will be required to update this Personal Profile Form and complete your CV in order for your application to be reviewed.

Post-Secondary Affiliations

0

Please identify all your post-secondary institution/department affiliations (this includes all employment relationships and student statuses)

View As Table

Institution

Please Select...

Role

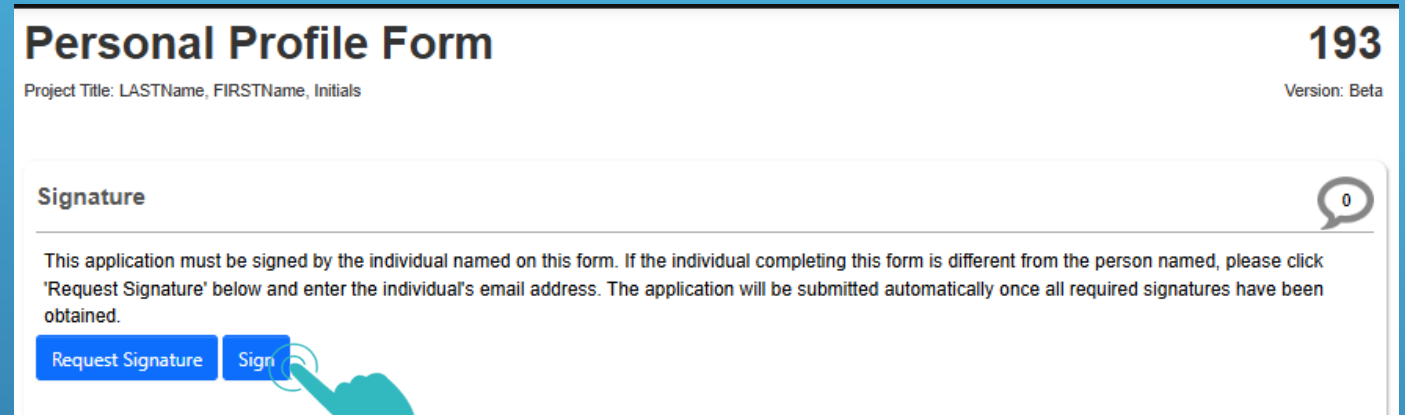
Please Select...

Please click “Add Another” for each additional post-secondary affiliation

Add Another



- ▶ Upon completion of all required information, the Personal Profile must be electronically signed.
- ▶ Click “Sign”.
- ▶ Harmony will perform a Completeness Check to ensure all required questions have been completed
- ▶ Once the Completeness Check is passed, Sign the form by providing your Harmony Username and Password and click “Sign”



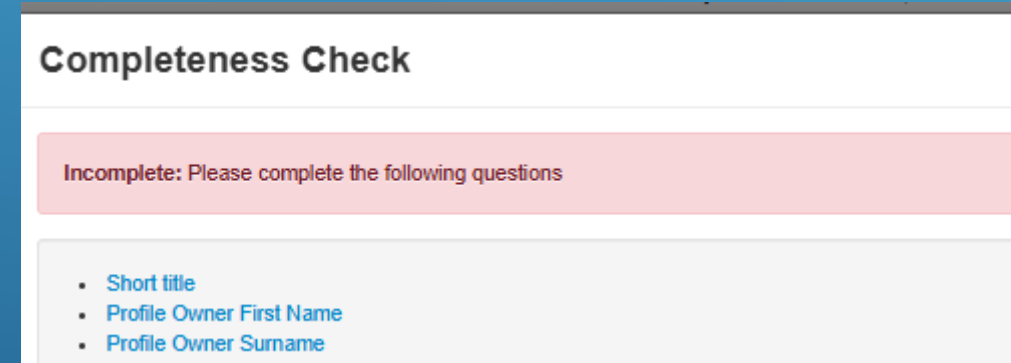
Personal Profile Form 193
Project Title: LASTName, FIRSTName, Initials Version: Beta

Signature

This application must be signed by the individual named on this form. If the individual completing this form is different from the person named, please click 'Request Signature' below and enter the individual's email address. The application will be submitted automatically once all required signatures have been obtained.

[Request Signature](#) [Sign](#)

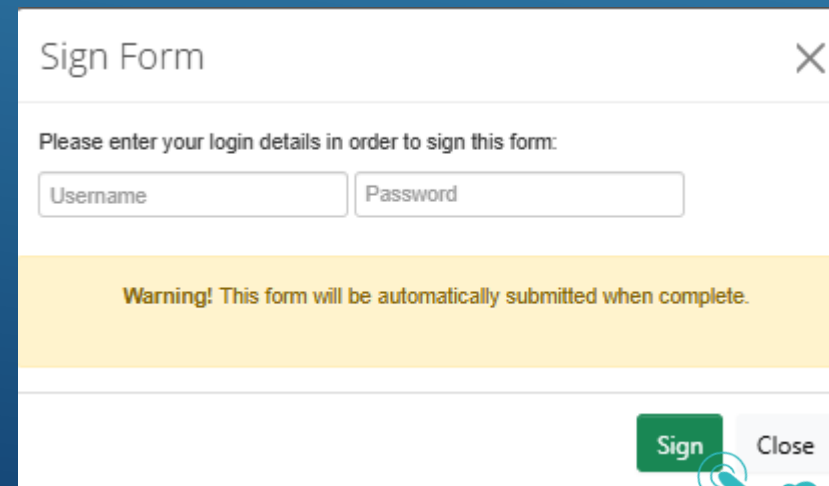
A hand icon is pointing to the 'Sign' button.



Completeness Check

Incomplete: Please complete the following questions

- [Short title](#)
- [Profile Owner First Name](#)
- [Profile Owner Surname](#)



Sign Form

Please enter your login details in order to sign this form:

Username Password

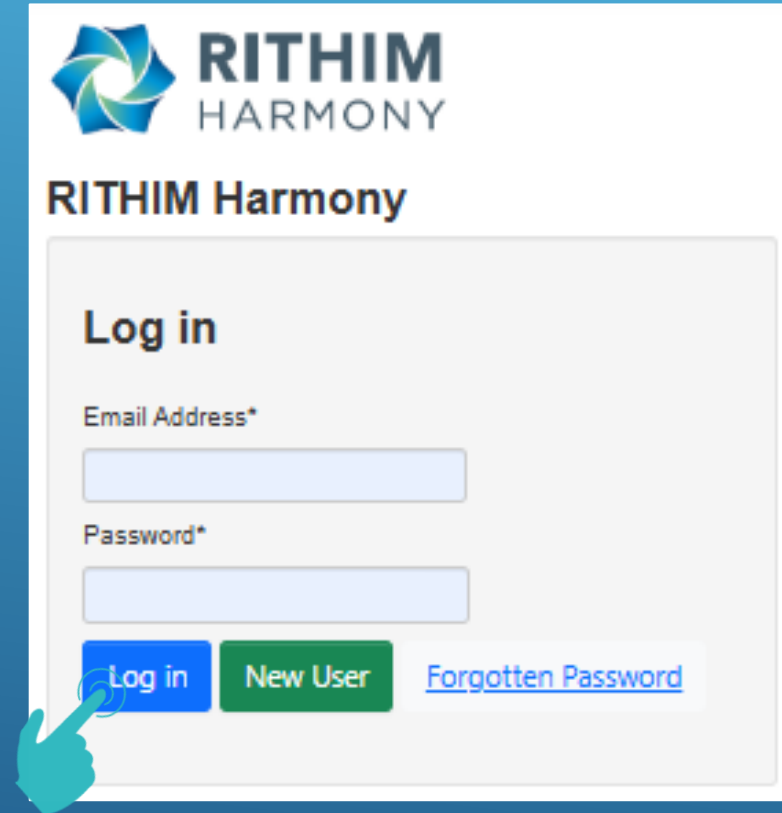
Warning! This form will be automatically submitted when complete.

[Sign](#) [Close](#)

A hand icon is pointing to the 'Sign' button.

STARTING A NEW RITHIM APPLICATION

- ▶ Once you are a registered HARMONY user you can navigate to:
<https://apply.rithim-harmony.ca/Account/Login>
and enter the Email Address associated with your Harmony account
- ▶ Enter the Password associated with your Harmony account
- ▶ Click Log in



RITHIM
HARMONY

RITHIM Harmony

Log in

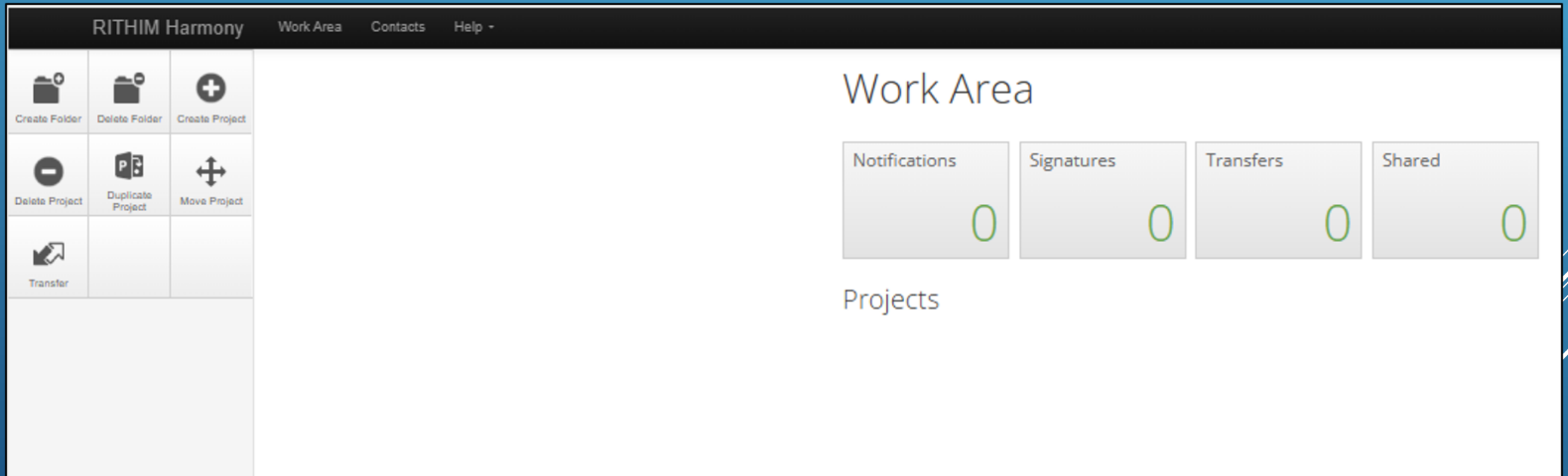
Email Address*

Password*

Log in New User [Forgotten Password](#)

LOG INTO HARMONY

- ▶ Once successfully logged in, you will land in your Work Area
- ▶ As a new User, your Work Area will be empty



WORK AREA

- ▶ Over time, the Work Area will be populated with important information and will help guide you to:

- ▶ Notifications
- ▶ Project Folders
- ▶ List of Projects

WORK AREA

RITHIM Harmony Work Area Contacts Help Beta Test Mode

Create Folder Delete Folder Create Project

Delete Project Duplicate Project Move Project

Transfer

Work Area

Notifications	Signatures	Transfers	Shared
35	0	0	0

Project Folders

All Projects	2024 Projects
12	1

Projects

Search Projects

Project Title
> UAT - HIA Services and Sites
> UAT 3 DUP2
> UAT 3 Dup

- The Notifications Area is where all in-system communications occur

Notifications

Search

Received after Received before

Display 100 notifications
Please note that only the specified number of notifications will show after searching.

<input type="checkbox"/>	<input type="checkbox"/>	Message	Attachment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Your UAT - HIA Services and Sites has been upgraded	None
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Your UAT 3 DUP2 has been upgraded	None
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Your UAT 3 DUP2 has been upgraded	None
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Your UAT 3 DUP2 has been upgraded	None
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Your UAT 3 DUP2 has been upgraded	None
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Your this is what a 200 character limit project title looks like when it is entered in the system and is truncated by th...	None

WORK AREA


- ▶ The Project Folders allows you to organize projects and view them according to that organization

RITHIM Harmony


Work Area

Contacts


Help ▾




Create Project




Delete Project




Duplicate Project



Move Project



Rename Folder



Transfer

2024 Projects Projects

Search Projects

	Project Title	Project ID
>	UAT Scenario 2	121

Showing 1 to 1 of 1 entries

WORK AREA

CREATING A PROJECT

- ▶ Select the “Create Project” Action in the Work Area to start a new project

The image shows a screenshot of the RITHIM Harmony application interface. The top navigation bar includes 'RITHIM Harmony', 'Work Area', 'Contacts', and 'Help'. The main 'Work Area' is divided into two sections: 'Notifications' (showing 0) and 'Projects'. A large cyan arrow points from the 'Projects' section towards a 'Create Project' dialog box on the right. On the left, a separate panel displays a grid of actions: 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. A cyan arrow points from the 'Create Project' icon in this grid to the 'Create Project' icon in the top navigation bar. The 'Create Project' dialog box is open, featuring a title bar with a close button, a text input for 'Project Title* (Max 200 characters)', a dropdown for 'Form*', and another dropdown for 'Centre*'. At the bottom right of the dialog are 'Create' and 'Close' buttons.

RITHIM Harmony Work Area Contacts Help

Work Area

Notifications 0

Projects

Create Project

Create Project

Create Project

Delete Project

Duplicate Project

Move Project

Transfer

Create Project

Project Title* (Max 200 characters)

Please enter a title

Form*

Please select...

Centre*

Please select...

Create Close

- ▶ Enter a Project Title that well represents the project but is limited to 200 characters
- ▶ Select “Get Started” in Form and click Create

Create Project

Project Title* (Max 200 characters)

Title that well represents the project but limited to 200 character

Form*

Get Started

Create

Close

- ▶ A new project and project tree will be created, which contains the title provided and a new sub-form called Get Started.
- ▶ Applicants should click on the **General** Questions Page to begin.

Title that well represents the project but limited to 200 character

0155

Project Tree

⌵ Title that well represents the project but limited to 200 character

Get Started

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	2025/01/03 08:27

- Navigation
- Documents
- Signatures
- Collaborators
- Submissions
- Centre
- History

Get Started

☒ Show Inactive Sections

- Section
- General/Routing
 - Determination
 - Existing/Imported Projects
 - Instructions and Signatures

Questions

General

Routing

Confirm

RITHIM Consultation

Existing/Imported Projects

Instructions

Signature(s)



- ▶ A series of questions will guide researchers to confirm if a RITHIM Application is required.
- ▶ In most cases, it is expected that the need will be known, and the researcher can select “This project is health research...” to begin a RITHIM Application and continue by clicking “Next Page”

Get Started

Project Title: 2025 Feb 6

General

Project title (200 character limit)

2025 Feb 6

This project title reflects the title provided in the Create New Project dialogue box. If required, you can edit the title to more accurately represent the project. This title is limited to 200 characters reference and is not reflected on official correspondence (e.g., approval letters).

The purpose of this Get Started Form is to provide guidance to applicants on how to proceed in the Harmony system.

Please select the option below that best describes your needs.

- ☐ I require assistance determining if this project requires research ethics board approval or is within RITHIM jurisdiction
- ☒ This project is health research under the jurisdiction of RITHIM and a new RITHIM Application Form is required
- ☐ This project is a Case Report or Case Series (<5 cases) and a new Case Report/Series Application is required
- ☐ This project exists outside the Harmony system and needs to be established in Harmony
- ☐ This project was imported from the University of Manitoba Bannatyne Research Ethics Boards and needs to be validated

Previous page

Next page



- ▶ Once your Personal Profile and Get Started Form are complete, you will see these in your Work Area

RITHIM Harmony Work Area Contacts Help Beta Test Mode

Create Folder Delete Folder Create Project

Delete Project Duplicate Project Move Project

Transfer

Work Area

Notifications 0

Signatures 0

Transfers 0

Shared 0

Project Folders

All Projects 2

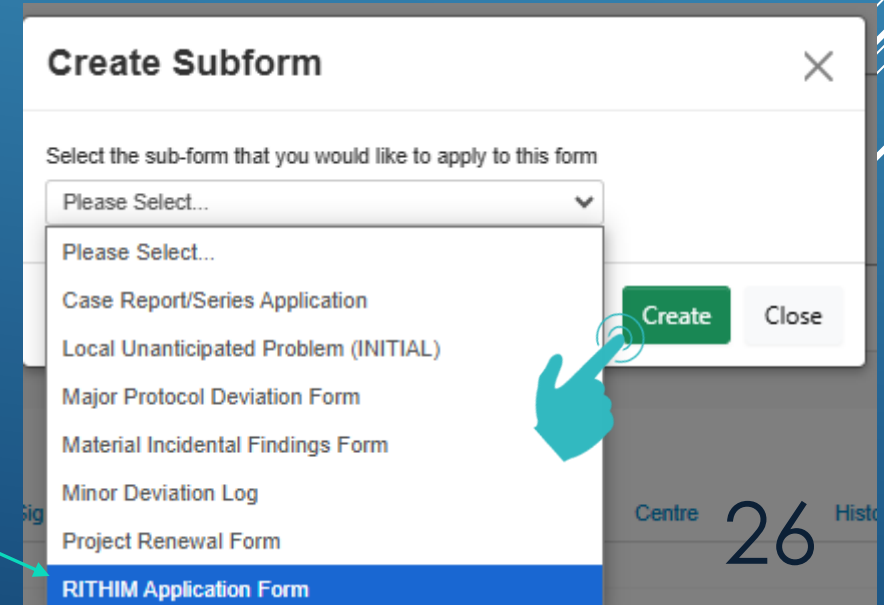
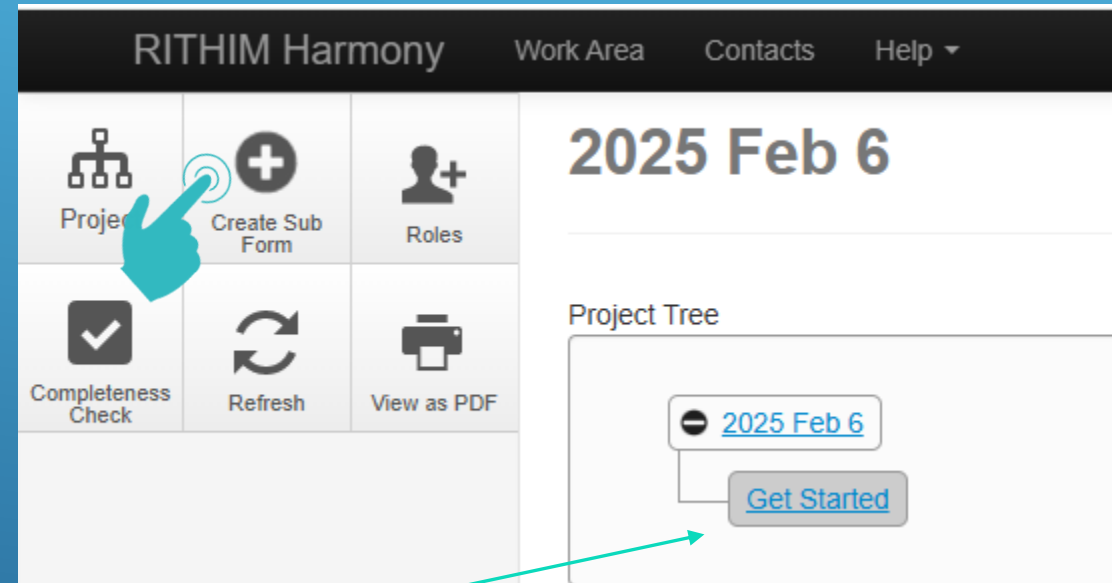
Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified
> LASTName, FIRSTName, Initials	193	M Applicant Test	2025/02/06 08:18	2025/02/06 08:42
> 2025 Feb 6	192	M Applicant Test	2025/02/06 06:51	2025/02/06 08:08

- ▶ To begin the new RITHIM Application select the Project initiated with the Get Started Form (in this case, Project "2025 Feb 6")

- ▶ Everything for the project created, will exist in a project tree structure under the Project Title (e.g 2025 Feb 6)
- ▶ The Get Started detail previously completed will be the base for all of the sub-forms for this project.
- ▶ Ensure that focus is on the Get Started Form and click “Create Sub Form”
- ▶ Select “RITHIM Application Form” and then Click “Create”



- ▶ Your Project Tree will have expanded to include a “RITHIM Application” Form
- ▶ Begin completing the RITHIM Application Form by selecting “Application Type”

2025 Feb 6

Project Tree

- 2025 Feb 6
 - Get Started
 - RITHIM Application Form

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	2025/02/06 08:55

Navigation Documents Signatures Collaborators Submissions Centre History

RITHIM Application Form

☒ Show Inactive Sections

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 Scientific Review Indigenous Populations Funding
Project Design	Project Design Project Population Data Analysis Patient & Public Engagement Incidental Findings Project Dissemination
Data Management	Data Collection Data Collection Tools Secondary Data Data Flow Data Access Data Storage & Security
Participants	General Recruitment Recruitment Materials Participant Costs & Remuneration Consent Interventions & Regulatory Products/ Devices/ Procedures Benefits & Risks/Harm Participant Safety Feedback to Participants Participant Withdrawal
Specimen Management	Specimen Collection Shared Health Pathology Specimen Analysis Central Lab Specimens Specimen Storage Specimen Transfer
Health System Services	Service Areas Service Area Training Inpatient/ Outpatient Care Cardiology/ Neurology Radiology CancerCare Manitoba (CCMB) CCMB Manitoba Tumour Bank Additional Services Project Contacts for the Health System
Additional Attachments	Additional Attachments
Signature(s)	Signature(s)

- ▶ Select Initial Application and Click “Next Page”
- ▶ Note that you will also navigate here at a later time should you need to amend a previously approved application, submit corrections in response to a Program Officer completeness check, or respond to a Revisions Require Letter

RITHIM Application Form

Project Title: 2025 Feb 6

192
Version: Beta

Application Type

What type of application is this?

☒ Initial application

☐ Amendment to a previously approved application

☐ Corrections in response to completeness check (initial or amendment)

☐ Response to Revisions Required Letter (initial or amendment)

Previous page Next page

- ▶ Harmony will now guide you through completion of all of the necessary parts of a RITHIM Application based on the scope of your project.

- ▶ The RITHIM Application is divided into sections to aid in navigation and minimize scrolling through long sections.

2025 Feb 6

Project Tree

2025 Feb 6

Get Started

RITHIM Application Form

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	2025/02/06 08:55

Navigation

Documents

Signatures

Collaborators

Submissions

Centre

History

RITHIM Application Form ☒ Show Inactive Sections

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

Scientific Review

Indigenous Populations

Funding

Project Design

Project Design

Project Population

Data Analysis

Patient & Public Engagement

Incidental Findings

Project Dissemination

Data Management

Data Collection

Data Collection Tools

Secondary Data

Data Flow

Data Access

Data Storage & Security

Participants

General

Recruitment

Recruitment Materials

Participant Costs & Remuneration

Consent

Interventions & Regulatory

Products/ Devices/ Procedures

Benefits & Risks/Harm

Participant Safety

Feedback to Participants

Participant Withdrawal

Specimen Management

Specimen Collection

Shared Health Pathology

Specimen Analysis

Central Lab Specimens

Specimen Storage

Specimen Transfer

Health System Services

Service Areas

Service Area Training

Inpatient/ Outpatient Care

Cardiology/ Neurology

Radiology

CancerCare Manitoba (CCMB)

CCMB Manitoba Tumour Bank

Additional Services

Project Contacts for the Health System

Additional Attachments

Additional Attachments

Signature(s)

Signature(s)

RITHIM Application Form

Project Title: 2025 Feb 6

192

Version: Beta

- ▶ You will simply answer each question that is presented.
- ▶ You must answer every question.

Project Summary - General



Project title (200 character limit)

2025 Feb 6

This project title reflects the title provided in the Create New Project dialogue box. If required, this title can be modified here, or on the application form(s) (if applicable) to more accurately represent the project. This title is limited to 200 characters and is used by the Harmony system (applicants and reviewers) for reference and is not reflected on official correspondence (e.g., approval letters).

Please provide full project title

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

Is there a project acronym?

☐ Yes

☐ No

Is this project closely linked or related to any other project previously/simultaneously submitted to RITHIM (or a Manitoba post-secondary research ethics board)?

☐ Yes

☐ No

Please attach the project protocol or proposal.

Upload Document

30

RITHIM Application Form

Project Title: 2025 Feb 6

192

Version: Beta

Project Summary - General



Project title (200 character limit)

2025 Feb 6

This project title reflects the title provided in the Create New Project dialogue box. If required, this title can be modified here, or on the application form(s) (if applicable) to more accurately represent the project. This title is limited to 200 characters and is used by the Harmony system (applicants and reviewers) for reference and is not reflected on official correspondence (e.g., approval letters).

Please provide full project title

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

Is there a project acronym?

☐ Yes

☐ No

Is this project closely linked or related to any other project previously/simultaneously submitted to RITHIM (or a Manitoba post-secondary research ethics board)?

☐ Yes

☐ No

Please attach the project protocol or proposal.

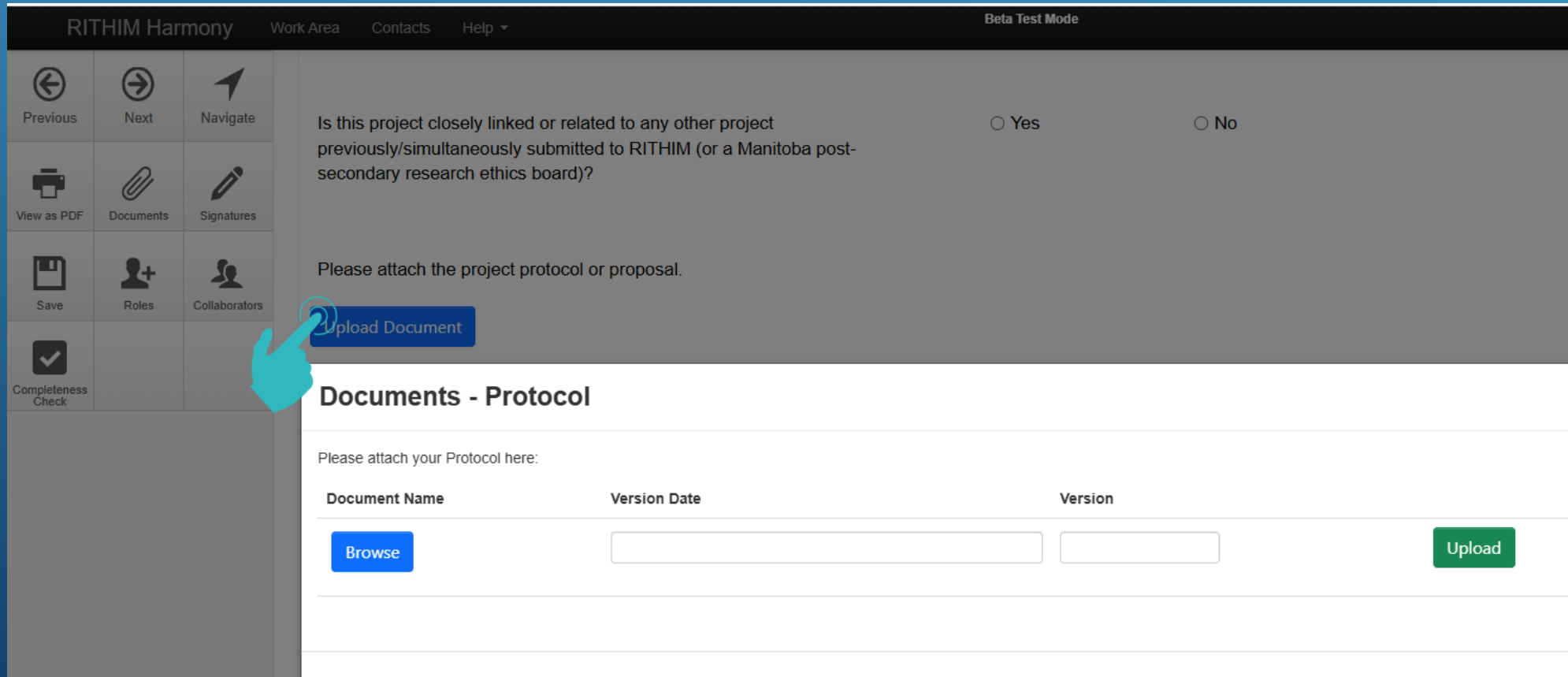
Upload Document



- ▶ You will simply answer each question that is presented.
- ▶ You must answer every question.
- ▶ Some areas of the form will require you to upload documents

31

- After clicking “Upload Document” a pop-up will allow you to search your local system for a file to copy into Harmony.



The screenshot shows the RITHIM Harmony web application interface. The top navigation bar includes 'RITHIM Harmony', 'Work Area', 'Contacts', 'Help', and 'Beta Test Mode'. A left sidebar contains icons for 'Previous', 'Next', 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Save', 'Roles', 'Collaborators', and 'Completeness Check'. The main content area has a grey background with the text: 'Is this project closely linked or related to any other project previously/simultaneously submitted to RITHIM (or a Manitoba post-secondary research ethics board)?' with radio buttons for 'Yes' and 'No'. Below this is the text 'Please attach the project protocol or proposal.' and a blue 'Upload Document' button, which is circled in red with a red arrow pointing to it. A white pop-up window titled 'Documents - Protocol' is open, containing the text 'Please attach your Protocol here:'. It has three input fields: 'Document Name' with a blue 'Browse' button, 'Version Date', and 'Version'. A green 'Upload' button is at the bottom right of the pop-up.

RITHIM Harmony Work Area Contacts Help Beta Test Mode

Previous Next Navigate

View as PDF Documents Signatures

Save Roles Collaborators

Completeness Check

Is this project closely linked or related to any other project previously/simultaneously submitted to RITHIM (or a Manitoba post-secondary research ethics board)? ☐ Yes ☐ No

Please attach the project protocol or proposal.

Upload Document

Documents - Protocol

Please attach your Protocol here:

Document Name	Version Date	Version
<input type="button" value="Browse"/>	<input type="text"/>	<input type="text"/>

RITHIM Application Form

Project Title: 2025 Feb 6

Project Summary - General

Project title (200 character limit)
This project title reflects the title provided in the Create New Project (if applicable) to more accurately represent the project. This title is for internal reference and is not reflected on official correspondence (e.g., applications, reports).

Please provide full project title
This project title should be consistent with the title of the project.

Is there a Sponsor Protocol ID? ☒ Yes ☐ No
Please specify

Is there a project acronym? ☒ Yes ☐ No
Please specify

► For many questions, your answer will determine if more information is required.

► If so, additional questions will appear

► Otherwise, you will not see these additional questions

RITHIM Application Form

Project Title: 2025 Feb 6

Project Summary - General

Project title (200 character limit)
This project title reflects the title provided in the Create New Project (if applicable) to more accurately represent the project. This title is for internal reference and is not reflected on official correspondence (e.g., applications, reports).

Please provide full project title
This project title should be consistent with the title of the project.

Is there a Sponsor Protocol ID? ☐ Yes ☒ No

Is there a project acronym? ☐ Yes ☒ No

- ▶ As you complete each area of the RITHIM Application simply click the “Next” tile or “Next Page” button to move forward

RITHIM Harmony Work Area Contacts Help ▾ Beta Test Mode

Previous Next Navigate

Save Roles Collaborators

Completeness Check

Does the project plan include potential recruitment of participants? ☐ Yes ☐ No

Does this project involve the use of data and/or information not collected directly from participants (i.e. secondary data)? ☒ Yes ☐ No

Does this project involve biological specimens? ☒ Yes ☐ No

Does this project involve the use of retrospective samples? ☒ Yes ☐ No

Does this project involve interaction with the Manitoba health care system (public) or its resources? For example with:

- patients/clients
- health care staff or students
- equipment
- space and/or
- data

at a health care facility, health services agency, or associated health care program?

Describe any potential commercial uses for the project outcomes, data, and/or biospecimens, including any disclaimers concerning participant remuneration for such use

No Commercial uses

Previous page Next page

- ▶ Research Team members must be assigned.
- ▶ Existing users can be searched and details populated.



Mark Pinder(mark.pinder@researchmb.ca)

First Name

Surname

Email

Role

Briefly describe the duties of this individual with respect to this project

Personal Profile Project ID

Add Another Remove

Research Personnel

Please provide details on research personnel. Please ensure that research personnel required to be identified in other sections of this form are listed here (e.g., those requiring access to data, the institutional assessment contact, the participant visit contact, the lab results contact, etc.). Please start the list with the Principal Investigator, Supervisor/Advisor (if applicable) and any Co-Investigators.

Note: The Personal Profile Project ID is generated by creation of a Personal Profile Form. Each member of the Research Team must create and update their Personal Profile Form annually.

[View As Table](#)

Research Team Members

Registered Harmony users can be found using the search box below. If an individual is not already registered in the Harmony system, they can be invited to register by using the Roles tile on the left-hand side of the screen.

First Name

Surname

Email

Role

Please Select...

Briefly describe the duties of this individual with respect to this project

Personal Profile Project ID

[Add Another](#) [Remove](#)

[Assign Role](#)

First Name

Surname

Email

Role

Please Select...

Briefly describe the duties of this individual with respect to this project

Personal Profile Project ID

[Add Another](#) [Remove](#)

[Assign Role](#)

- ▶ Role permissions can be assigned using “Assign Role” button.

The screenshot displays a 'Share Roles' dialog box with a close button (X) in the top right corner. The dialog contains the following elements:

- Title:** Share Roles
- Instruction:** Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with.
- User Input:** A text field containing 'anna.glybina@researchmb.ca'.
- Role Selection:** A dropdown menu with the placeholder text 'Please select...'. The dropdown is open, showing the following options:
 - Please select...
 - Manage Access Permissions
 - Principal Investigator** (highlighted)
 - Read ONLY
 - Read/Write/Submit/Create Sub Forms
 - Receive ALL notifications
- Permissions:** A dropdown menu with the placeholder text 'Please select...'. The dropdown is open, showing the following options:
 - Please select...
 - Manage Access Permissions
 - Principal Investigator** (highlighted)
 - Read ONLY
 - Read/Write/Submit/Create Sub Forms
 - Receive ALL notifications
- Buttons:** 'Share Role' (green) and 'Close' (grey).
- Note:** A light blue banner at the bottom states: 'Note: This form has not yet been shared with anyone'.

In the background, a form is visible with the following fields:

- Surname:** Glybina
- Email:** anna.glybina@researchmb.ca
- Role:** Principal Investigator
- Briefly describe the duties of this individual with respect to this project:** test
- Personal Profile Project ID:** 03
- Buttons:** 'Add Another' (green) and 'Remove' (red).

- ▶ When the application is completed and has passed the completeness check, it must be signed by the PI (or Advisor for Student PIs)

RITHIM Harmony

Work Area

Contacts

Help ▾

Beta Test Mode

M Applicant Test ▾

Previous

Next

Navigate

View as PDF

Documents

Signatures

Save

Roles

Collaborators

Completeness Check

RITHIM Application Form

Project Title: 2025 Feb 6

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Version: Beta

Signature(s)

This application must be signed by the Principal Investigator (PI). If the individual completing this form is not the PI, please click 'Request Signature' below and enter the PI's email address. The application will be submitted automatically once all required signatures have been obtained.

Request Signature

Sign

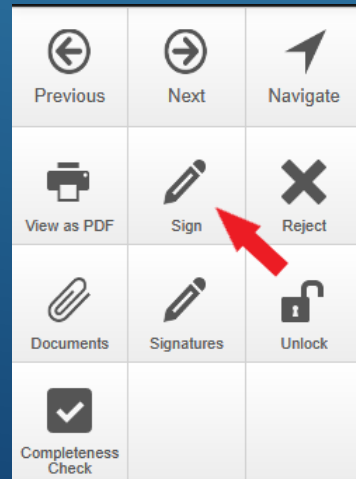
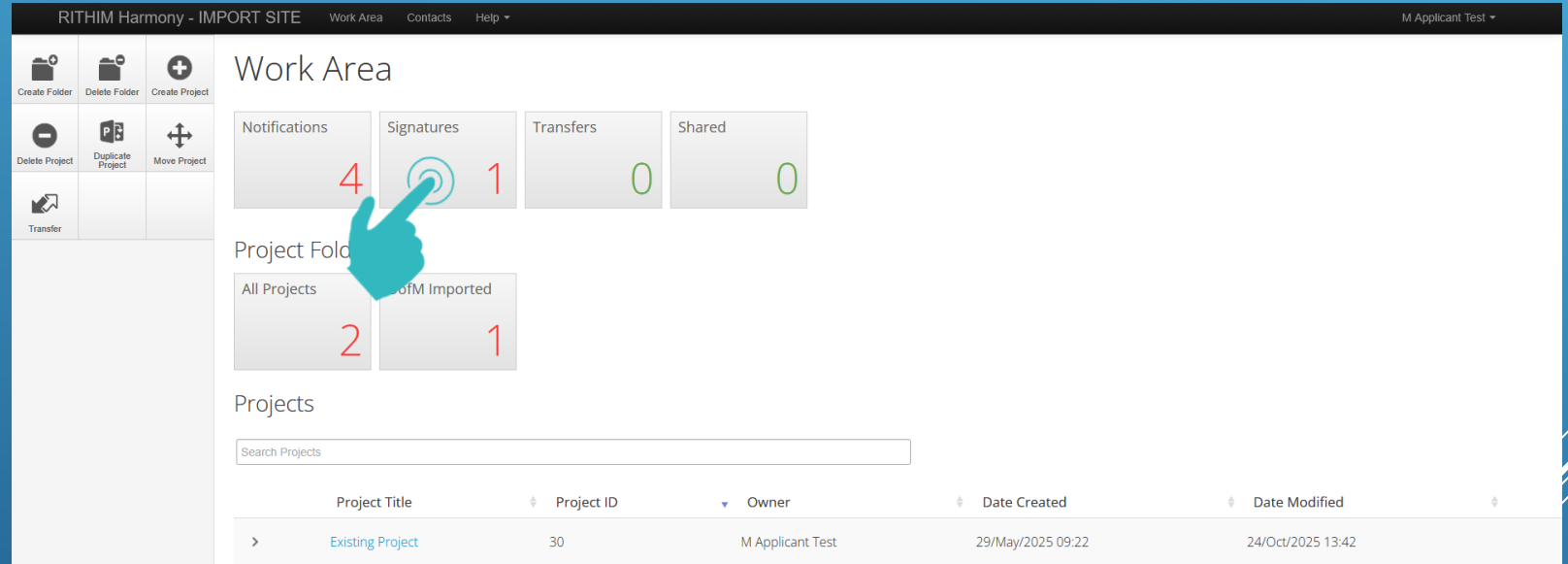
Previous page

Next page

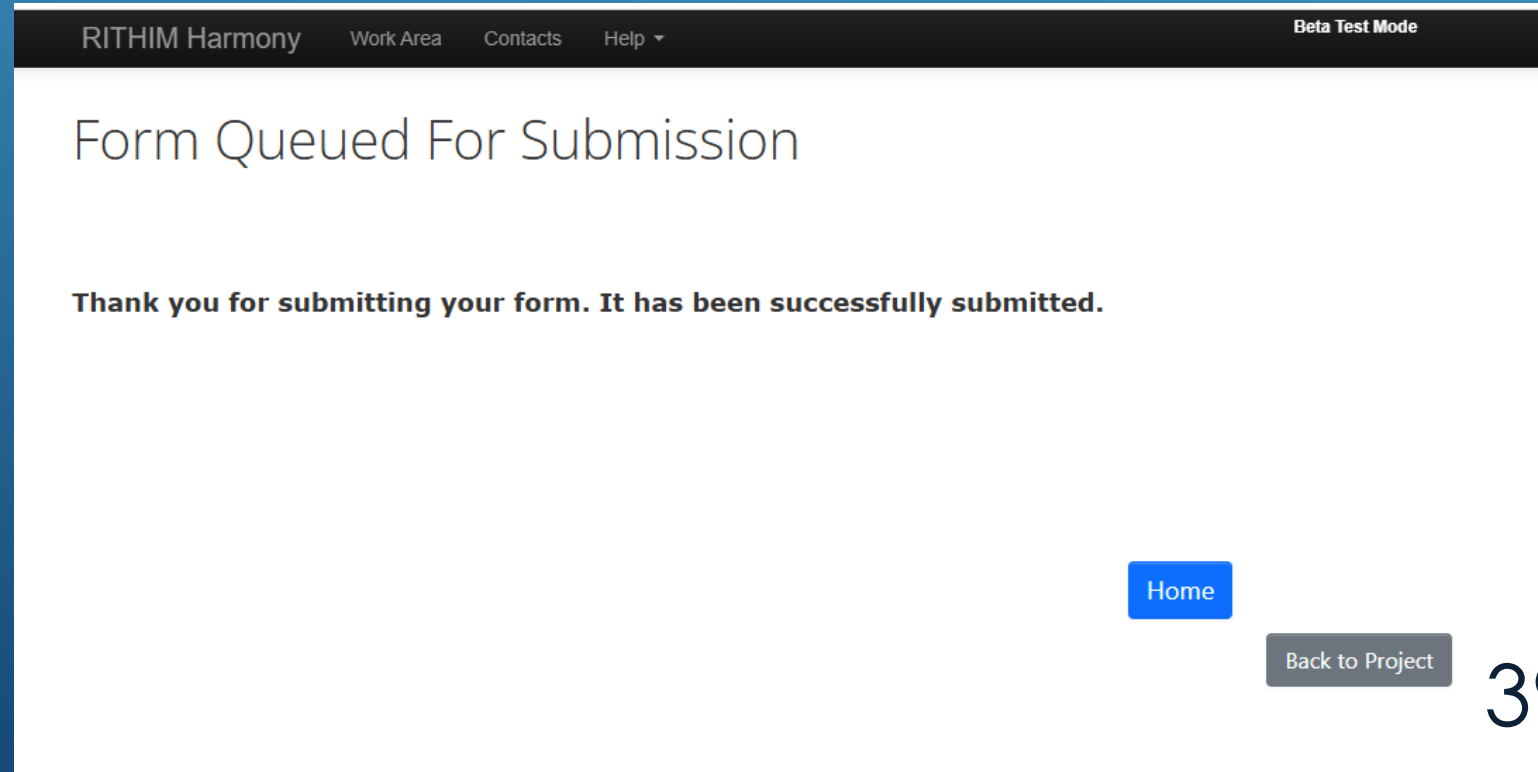
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SIGNATURE REQUESTS

- ▶ If the “Request Signature” function is used, the PI or Advisor will receive a notification on the Signatures tile of their Work Area
- ▶ Clicking this will open the signature request list where the PI will click the desired project
- ▶ Once the form has been reviewed, the PI will use either the “Sign” or “Reject” action on the left side of the screen to accept and submit the form, or reject and return for further work



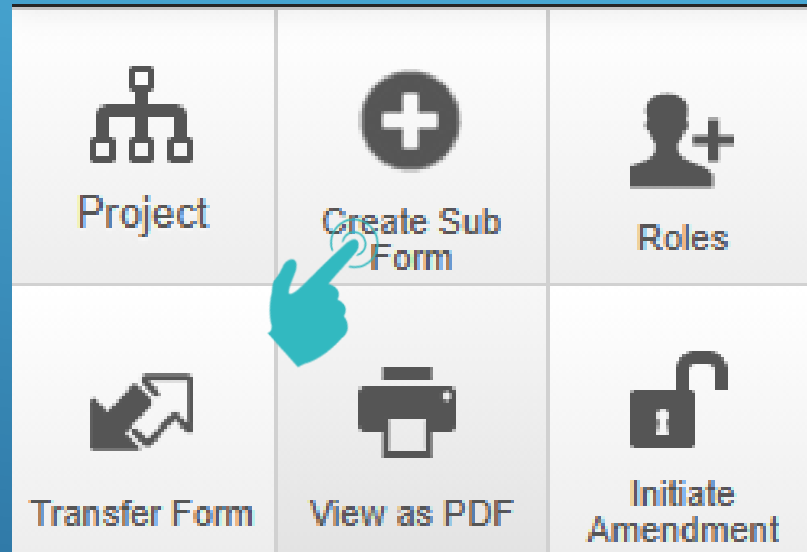
- ▶ Once Signed, your form is submitted automatically for the RITHIM Program Officer Completeness check and Review assignment.



CREATING FOLLOW-ONS

- ▶ Follow-ons of all types can be created as sub-forms within Harmony for:
 - Local Unanticipated Problem
 - Major Protocol Deviation
 - Material Incidental Findings
 - Minor Deviation Log
 - Project Completion
 - Project Renewal
 - Reportable Events
- ▶ View the form within the project that you wish to create a follow on for and click “Create Sub Form”
- ▶ Select the desired form, click “Create” and follow the instructions on the form to complete and submit

- ▶ View the form within the project that you wish to create a follow on for and click “Create Sub Form”
- ▶ Select the desired form, click “Create” and follow the instructions on the form to complete and submit (Note: only sub forms available based on form type and status will be shown)



Create Subform

Select the sub-form that you would like to apply to this form

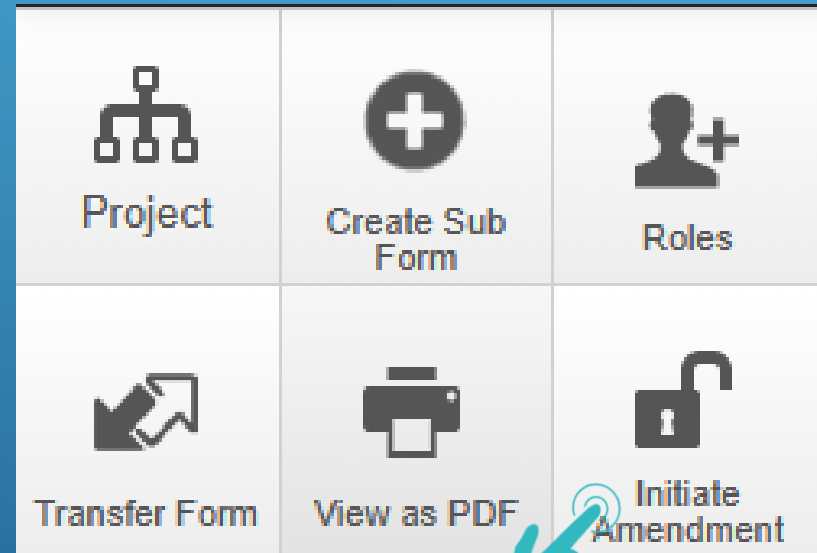
Please Select...

- Please Select...
- Local Unanticipated Problem (INITIAL)
- Major Protocol Deviation Form
- Material Incidental Findings Form
- Minor Deviation Log
- Project Completion Form
- Project Renewal Form
- Reportable Events

CreateClose

CREATING AMENDMENTS

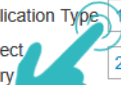
- ▶ Amendments to projects in Harmony are done directly on the existing RITHIM Harmony Application form
- ▶ Click on the form you wish to amend and from the form navigation screen or from within any page of the form, click “Initiate Amendment” on the left side of the screen
- ▶ A dialog will appear. Click the **Initiate Amendment** button.



- ▶ Navigate to Section 1.1 Application Type
- ▶ Select "Amendment to a previously approved application" as the answer to the "What type of application is this?" question.
- ▶ Choose 1 as the Amendment Number and click the Next Page button.

RITHIM Application Form

Section	Questions
1.0 Application Type	1.1 Application Type 1.2 Response to Revisions Required 1.3 Amendment Details 1.4 Amendment Instructions
2.0 Project Summary	2.1 General 2.2 Research Personnel 2.3 Project Sponsor 2.4 Type of Research



1.1 Application Type

What type of application is this?

- ☐ Initial application
- ☒ Amendment to a previously approved application
- ☐ Corrections in response to completeness check (initial or amendment)
- ☐ Response to Revisions Required Letter (initial)

Please assign an amendment number (start with 1 for the first amendment and increase incrementally for each subsequent amendment)

1

- ▶ Section 1.3 Amendment Details will appear. Answer those questions and then click on the Next button.
- ▶ 1.4 Amendment Instructions will appear. Read them carefully.
- ▶ Proceed to make any amendments to the RITHIM Application form paying attention to any amendment-specific instructions that appear, such as the prompts about uploading new, clean versions of documents along with a tracked change version in any applicable sections (Protocol document upload prompts displayed)
- ▶ Changes to the form itself are tracked automatically and available to Reviewers

If this submission involves changes to the project protocol or proposal, for the document(s) being updated, please delete the previous version and upload the new clean copy

For any protocol/proposal document being updated, it is mandatory to upload a track change copy of the revised protocol/proposal document or a summary of changes

SUPPORT



For questions or support, please create a support ticket at
[RITHIM/Harmony Support](#)