

# RITHIM HARMONY APPLICANT INSTRUCTION SLIDES

## Harmony Applicant Component

Research Teams Completes (or Updates) Initial Application, Follow-on or Amendment

## Harmony Review Component

RITHIM Completeness & Review Assignment

REB Review/Decision

PHRPC Review/Decision

Health Institution Review/Decision

RITHIM Determination

Revisions Required

## Harmony Applicant Component

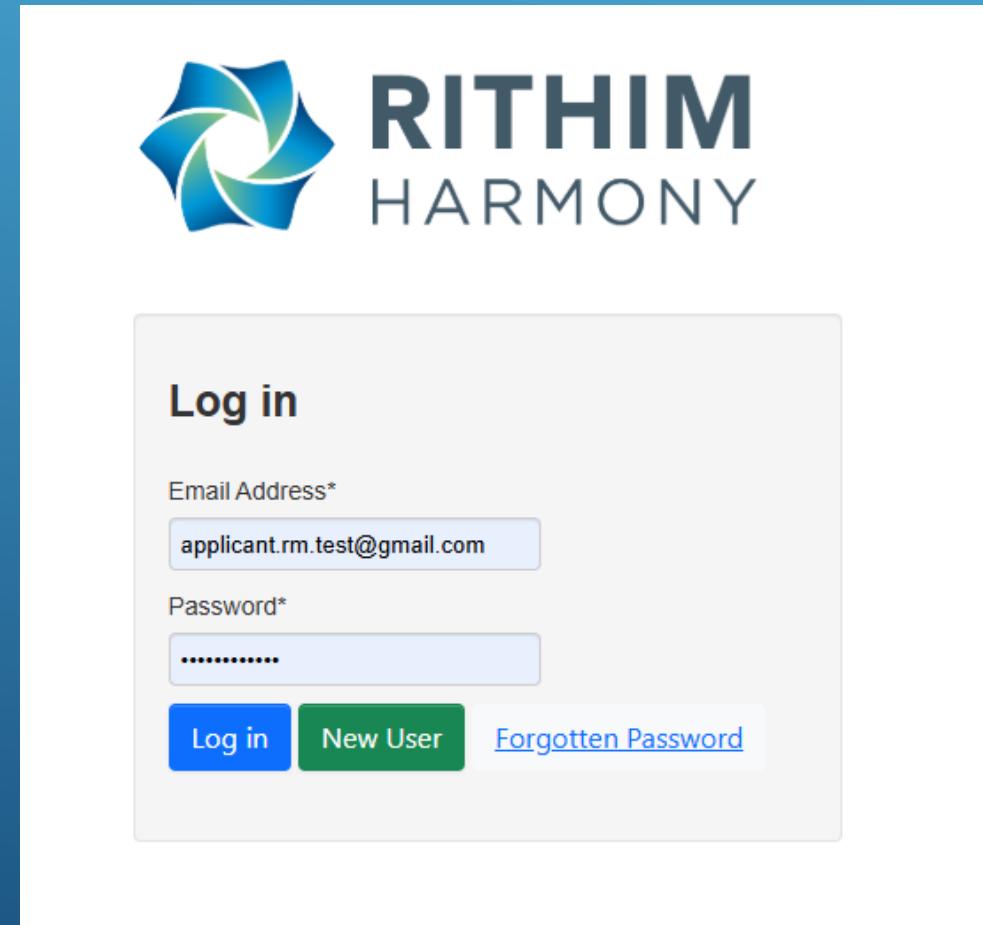
Research Team Notified of Decision and any Conditions

All information in the Review Component is unavailable to Applicants, unless intentionally shared.

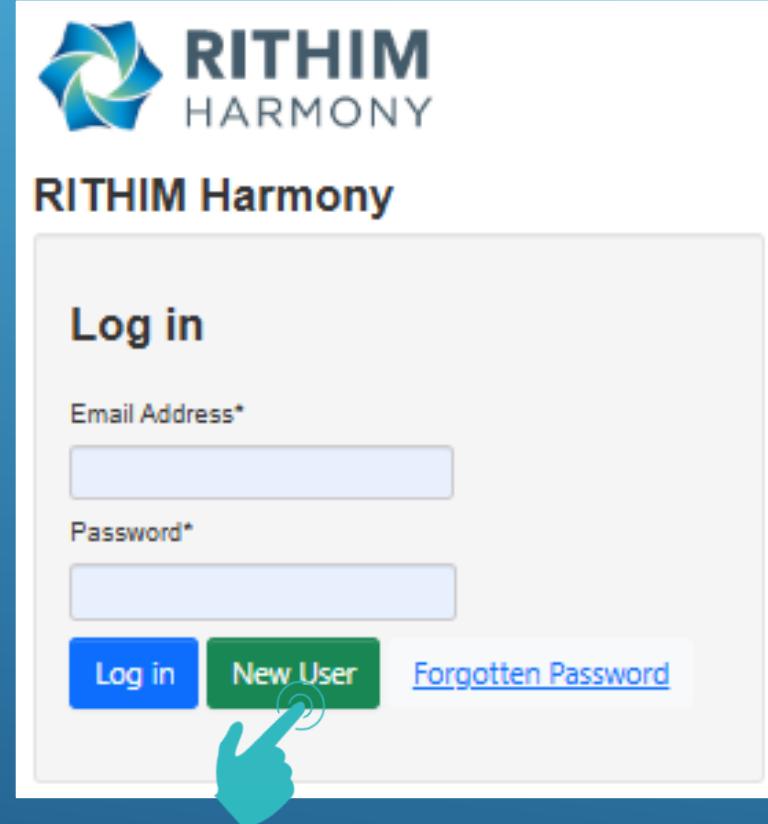
# HIGH-LEVEL HARMONY WORKFLOW

# USER REGISTRATION AND PERSONAL PROFILE

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



- ▶ 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



## 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

First Name\* Test

Last Name\* Applicant

Qualifications

Organisation

Department

Faculty

Campus

Telephone

Fax

Address 1

Address 2

Town / City

Postcode

County / State / Province

Country

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

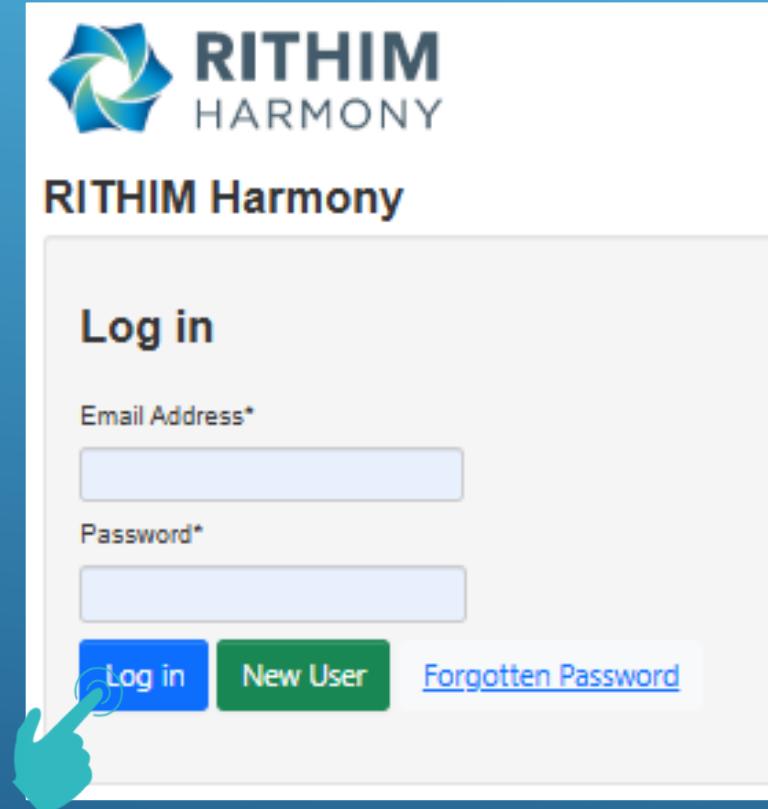
Password\*

Confirm Password\*

I agree to the Terms and Conditions and Privacy Policy

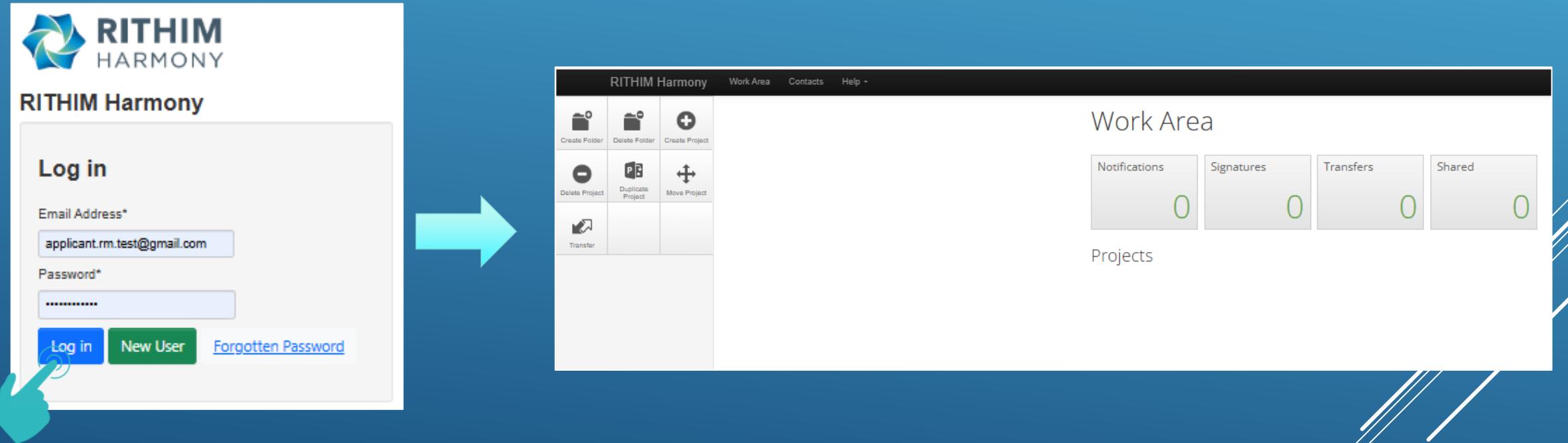
Register

- ▶ 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



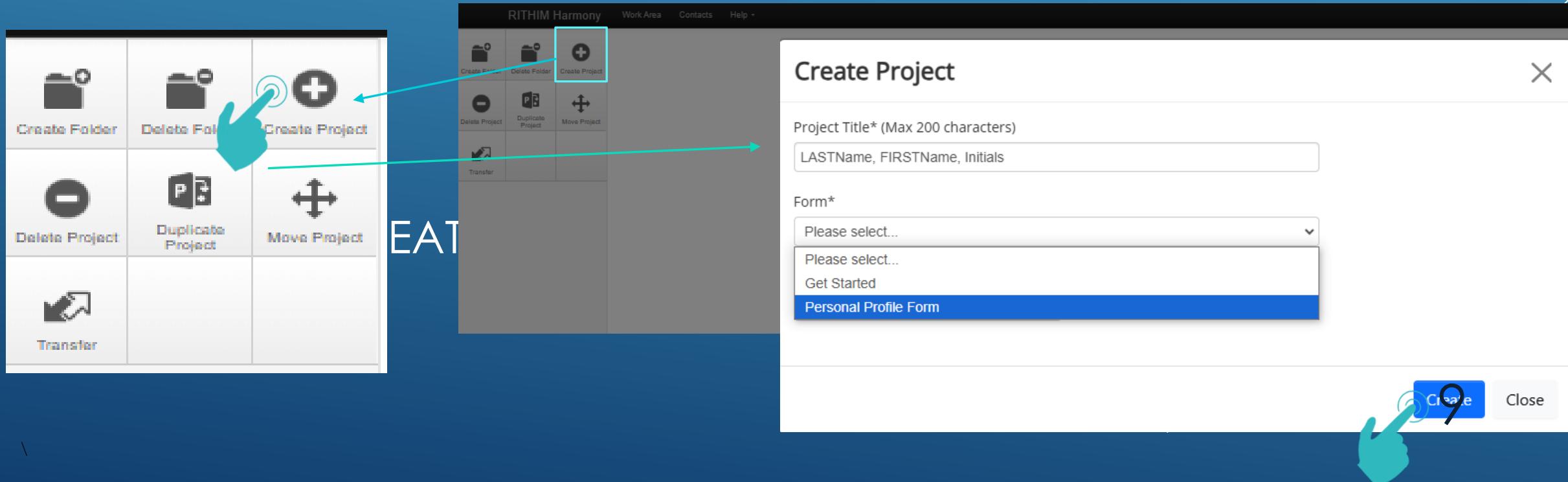
## LOG INTO HARMONY

- 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”



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

RITHIM Harmony Work Area Contacts Help ▾ Beta Test Mode

LASTName, FIRSTName, Initials

Project Tree

- LASTName, FIRSTName, Initials
  - Personal Profile Form

Action Required on Form Status

Yes	Not Submitted
-----	---------------

Navigation Documents Signatures Collaborators Submit

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”

193
Version: Beta

## Personal Profile Form

Project Title: LASTName, FIRSTName, Initials

Personal Profile Details
0

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

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

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- ▶ 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

Project Title: LASTName, FIRSTName, Initials



### Affiliations

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

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

Project Title: LASTName, FIRSTName, Initials

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](#) 

### 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:

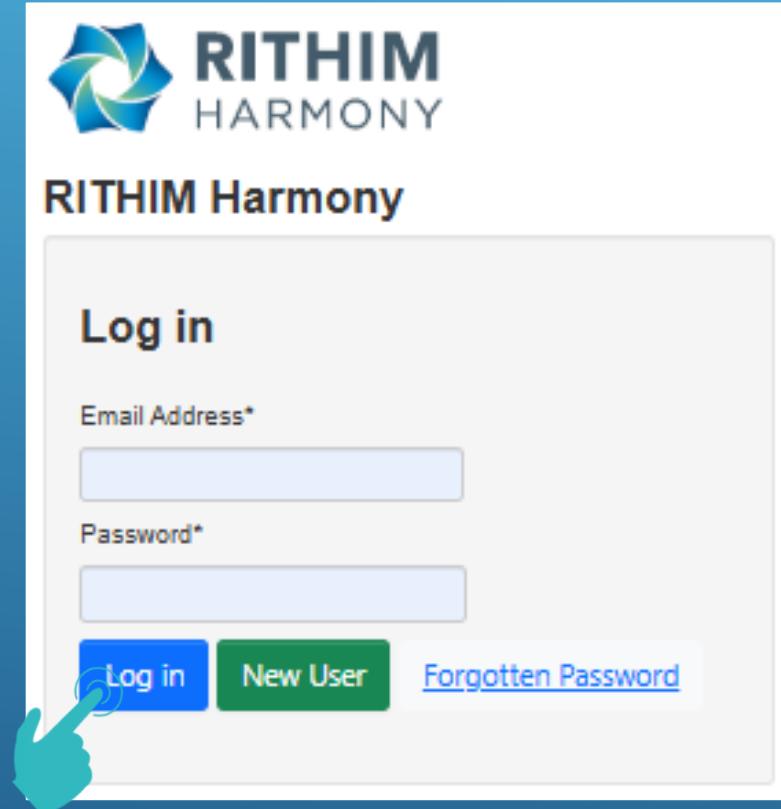
Username  Password

Warning! This form will be automatically submitted when complete.

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

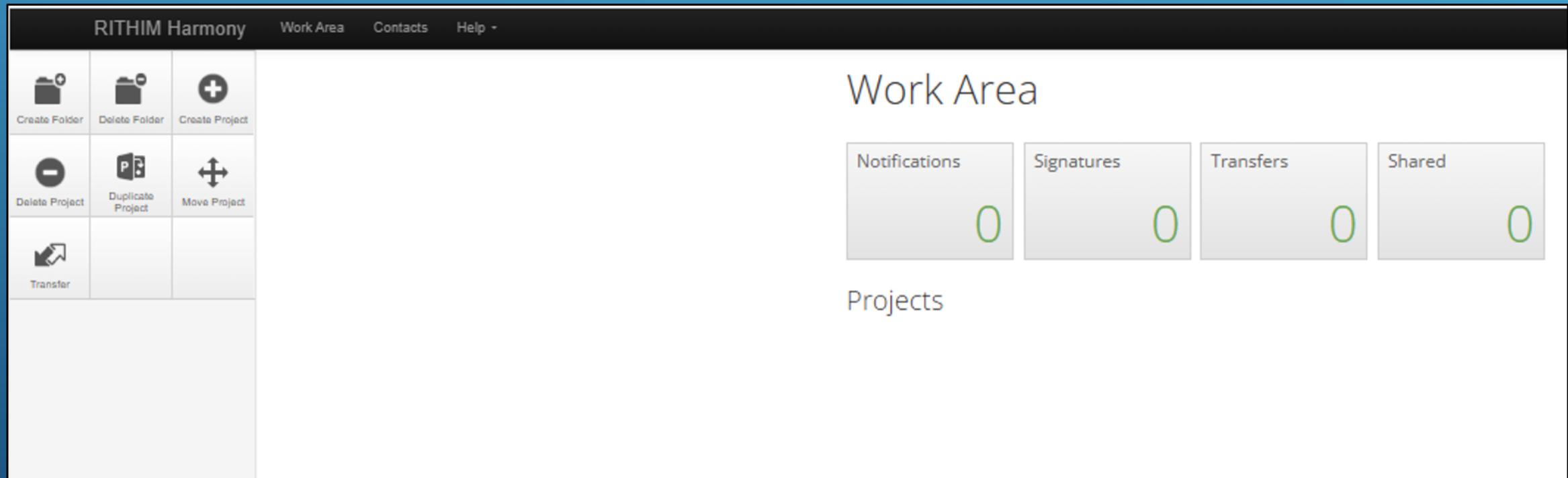
# STARTING A NEW RITHIM APPLICATION

- ▶ 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



## LOG INTO HARMONY

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

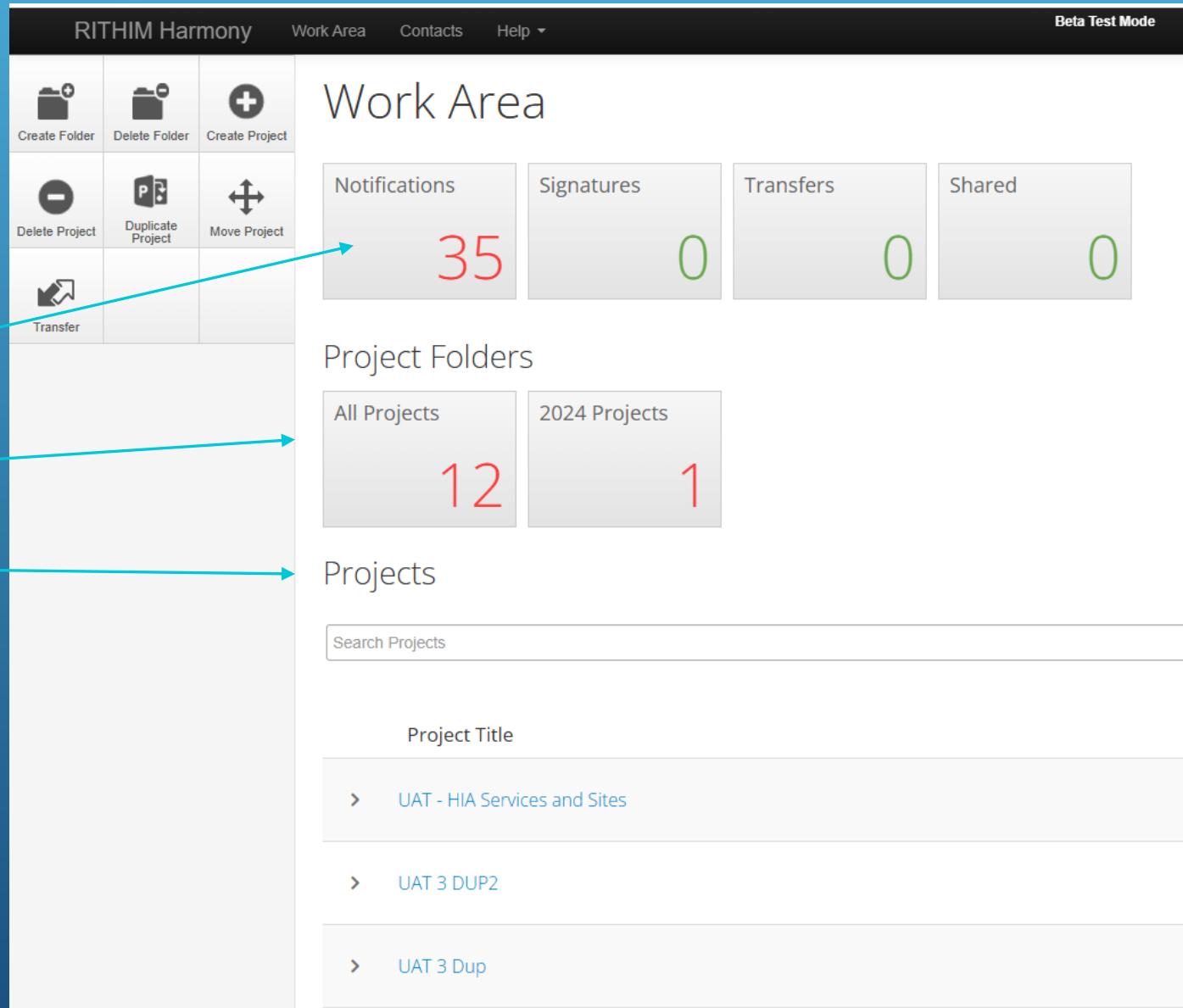


## WORK AREA

- ▶ 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 35 Signatures 0 Transfers 0 Shared 0

Project Folders

All Projects 12 2024 Projects 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

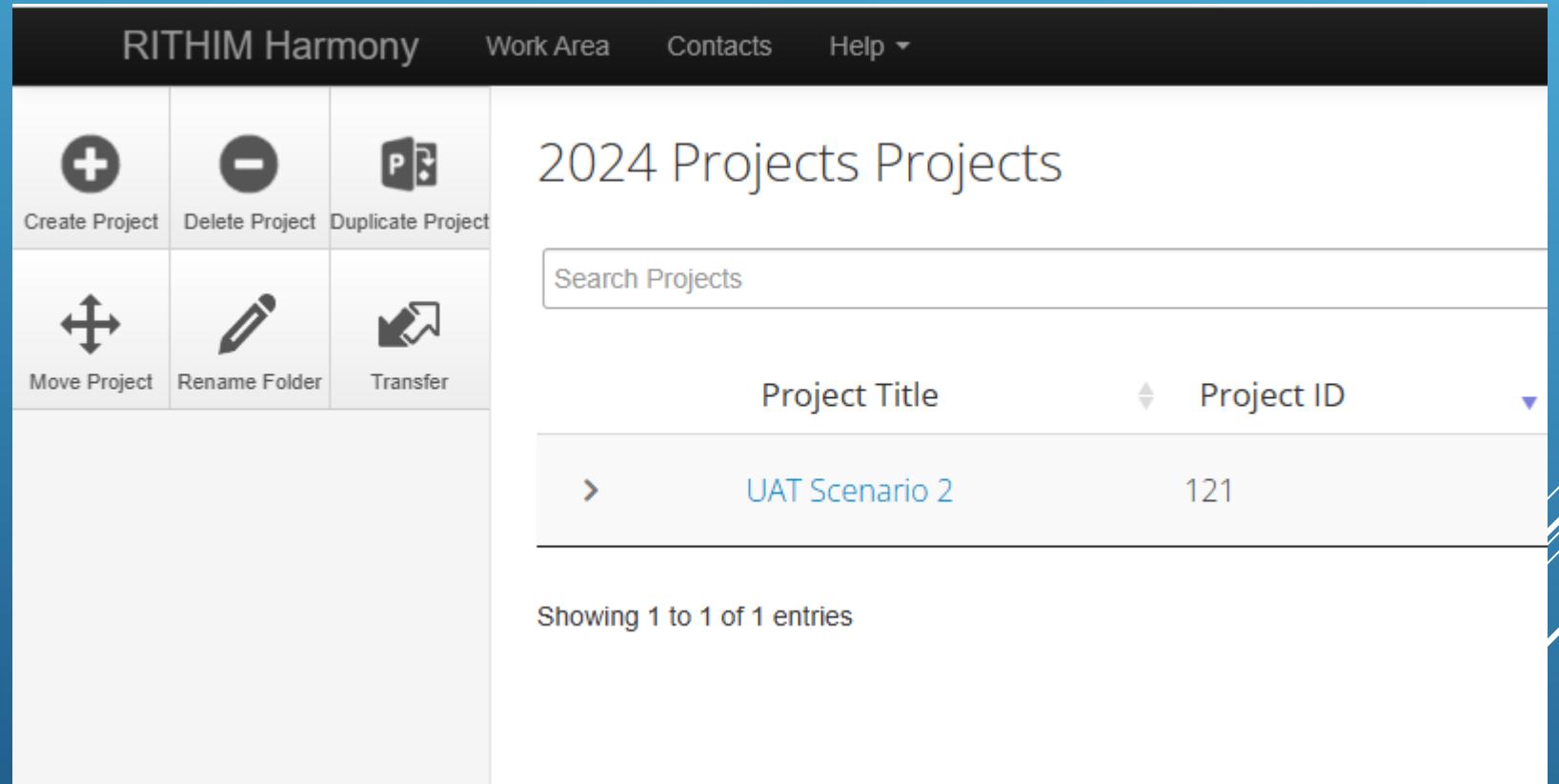
Received after  Received before

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

<input type="checkbox"/>	Message	Attachment
<input type="checkbox"/>	✓ Your UAT - HIA Services and Sites has been upgraded	None
<input type="checkbox"/>	✓ Your UAT 3 DUP2 has been upgraded	None
<input type="checkbox"/>	✓ Your UAT 3 DUP2 has been upgraded	None
<input type="checkbox"/>	✓ Your UAT 3 DUP2 has been upgraded	None
<input type="checkbox"/>	✓ Your UAT 3 DUP2 has been upgraded	None
<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



The screenshot shows the RITHIM Harmony software interface. The top navigation bar includes 'RITHIM Harmony', 'Work Area', 'Contacts', and 'Help'. Below the navigation is a toolbar with six buttons: 'Create Project' (plus sign), 'Delete Project' (minus sign), 'Duplicate Project' (copy icon), 'Move Project' (crosshair), 'Rename Folder' (pencil), and 'Transfer' (arrow). The main content area is titled '2024 Projects' and contains a table with one entry. The table has columns for 'Project Title' and 'Project ID'. The entry shows 'UAT Scenario 2' in the Project Title column and '121' in the Project ID column. A search bar labeled 'Search Projects' is also visible.

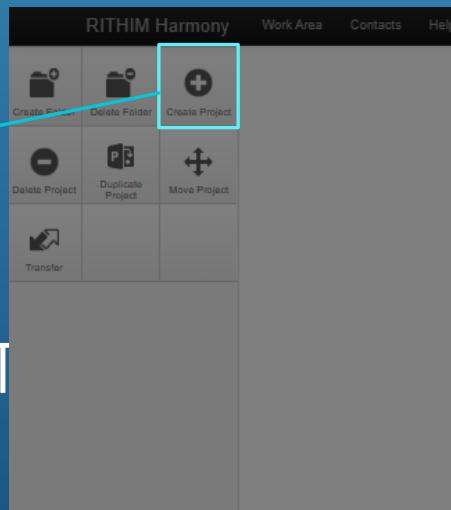
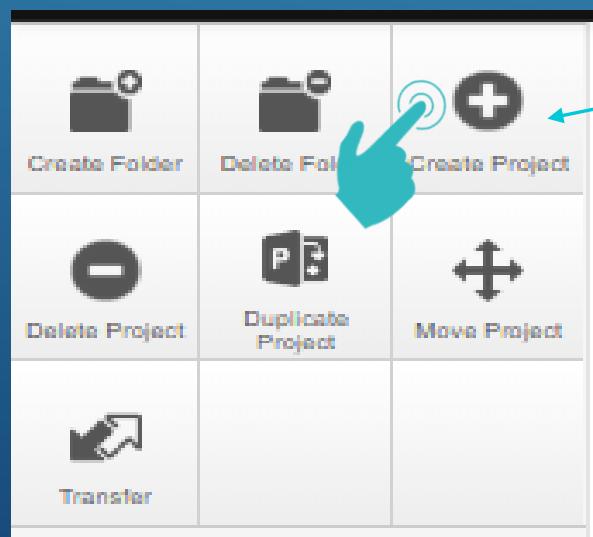
Project Title	Project ID
UAT Scenario 2	121

Showing 1 to 1 of 1 entries

## WORK AREA

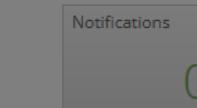
# CREATING A PROJECT

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



EAT

Work Area



The screenshot shows the 'Create Project' dialog box. It has fields for 'Project Title\*' (Max 200 characters), 'Form\*', and 'Centre\*'. A 'Create' button is at the bottom right. A cyan arrow points from the 'Create Project' icon in the toolbar to this dialog box.



- ▶ 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

🕒

**Questions**

General
Routing
Confirm

RITHIM Consultation

Existing/Imported Projects

Instructions

Signature(s)

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- ▶ 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, please provide a more accurate title (e.g., add a reference) to more accurately represent the project. This title is limited to 200 characters 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

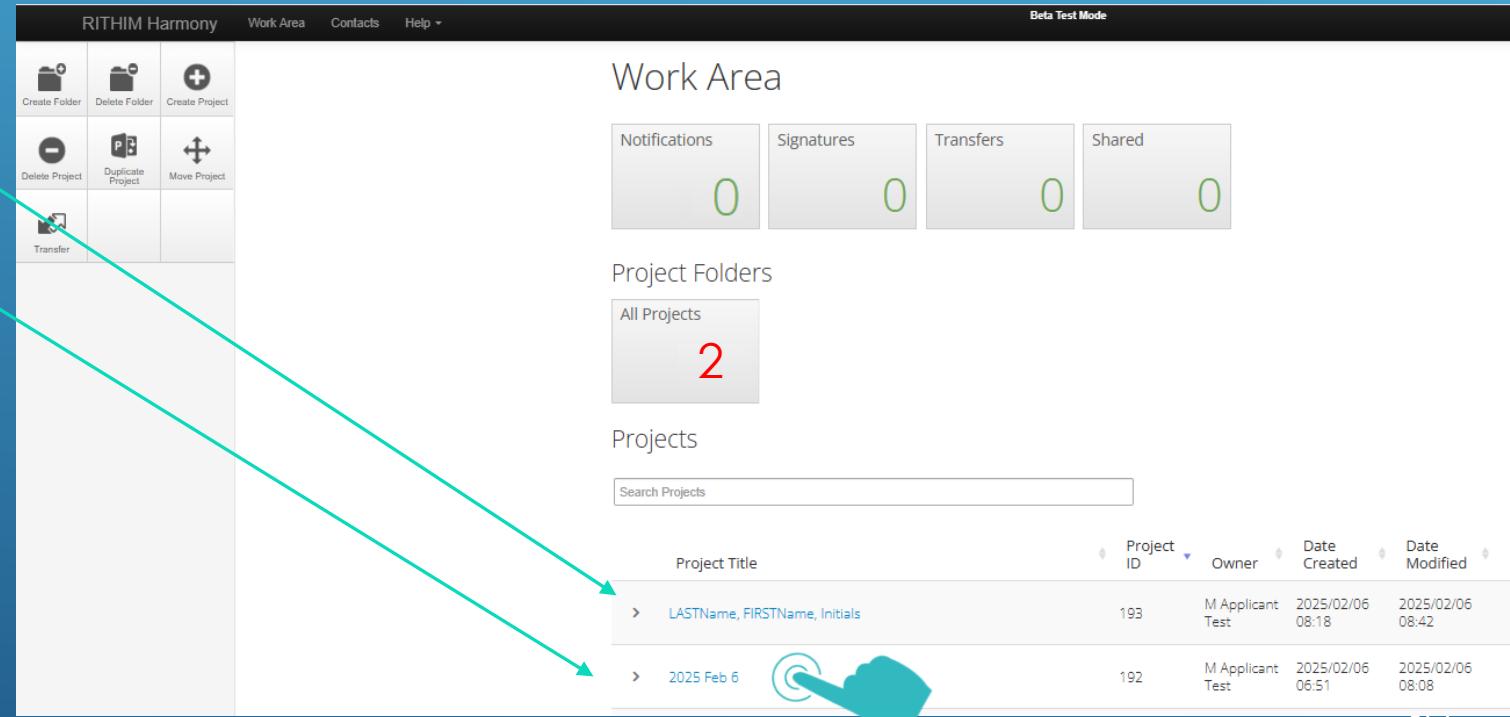
This project is a Case Report or Case Series (<5 cases) and a new Case Report/Series Application is required

This project exists outside the Harmony system and needs to be established in Harmony

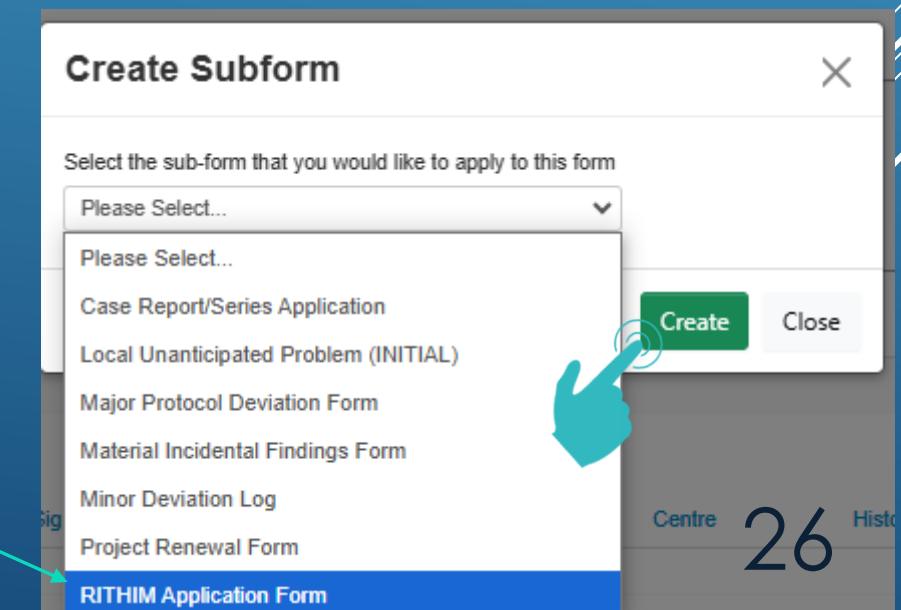
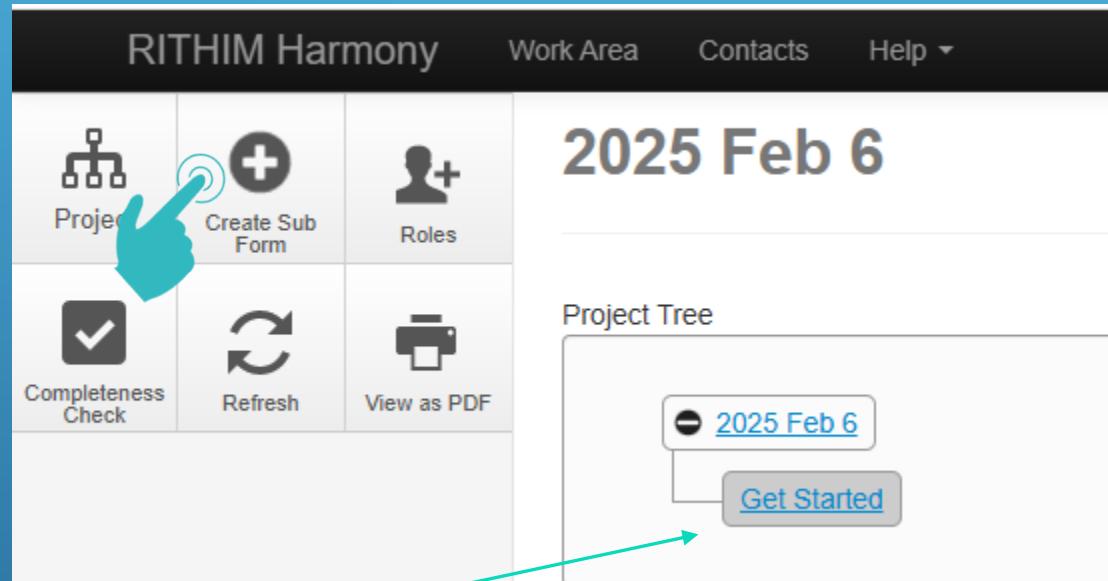
This project was imported from the University of Manitoba Bannatyne Research Ethics Boards and needs to be validated

[Previous page](#)  [Next page](#)

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

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

Show Inactive Sections

## RITHIM Application Form

Section	Questions
Application Type	<a href="#">Application Type</a> <a href="#">Response to Revisions Required</a> <a href="#">Amendment Details</a> <a href="#">Amendment Instructions</a>
Project Summary	<a href="#">General</a> <a href="#">Research Personnel</a> <a href="#">Project Sponsor</a> <a href="#">Type of Research</a>
Project Context	<a href="#">Multi-Centre Projects</a> <a href="#">Sites Under the Authority of the Local PI</a> <a href="#">Scientific Review</a> <a href="#">Indigenous Populations</a> <a href="#">Funding</a>
Project Design	<a href="#">Project Design</a> <a href="#">Project Population</a> <a href="#">Data Analysis</a> <a href="#">Patient &amp; Public Engagement</a> <a href="#">Incidental Findings</a> <a href="#">Project Dissemination</a>
Data Management	<a href="#">Data Collection</a> <a href="#">Data Collection Tools</a> <a href="#">Secondary Data</a> <a href="#">Data Flow</a> <a href="#">Data Access</a> <a href="#">Data Storage &amp; Security</a>
Participants	<a href="#">General</a> <a href="#">Recruitment</a> <a href="#">Recruitment Materials</a> <a href="#">Participant Costs &amp; Remuneration</a> <a href="#">Consent</a> <a href="#">Interventions &amp; Regulatory</a> <a href="#">Products/ Devices/ Procedures</a> <a href="#">Benefits &amp; Risks/Harm</a> <a href="#">Participant Safety</a> <a href="#">Feedback to Participants</a> <a href="#">Participant Withdrawal</a>
Specimen Management	<a href="#">Specimen Collection</a> <a href="#">Shared Health Pathology</a> <a href="#">Specimen Analysis</a> <a href="#">Central Lab Specimens</a> <a href="#">Specimen Storage</a> <a href="#">Specimen Transfer</a>
Health System Services	<a href="#">Service Areas</a> <a href="#">Service Area Training</a> <a href="#">Inpatient/ Outpatient Care</a> <a href="#">Cardiology/ Neurology</a> <a href="#">Radiology</a> <a href="#">CancerCare Manitoba (CCMB)</a> <a href="#">CCMB Manitoba Tumour Bank</a> <a href="#">Additional Services</a> <a href="#">Project Contacts for the Health System</a>
Additional Attachments	<a href="#">Additional Attachments</a>
Signature(s)	<a href="#">Signature(s)</a>

- ▶ 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

Application Type

What type of application is this?

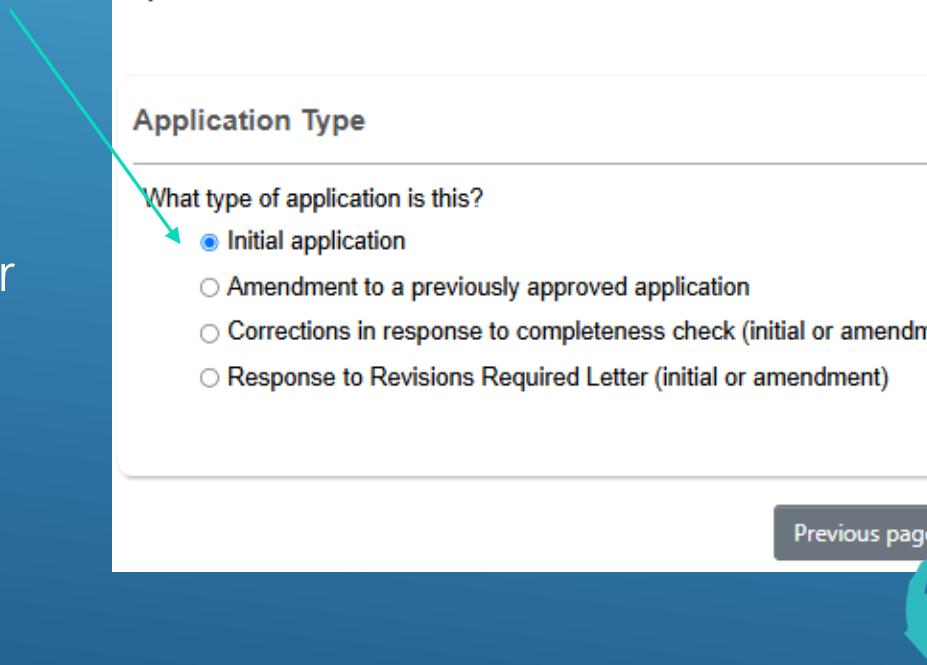
Initial application

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

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

Show Inactive Sections

## RITHIM Application Form

Section	Questions
Application Type	<a href="#">Application Type</a> <a href="#">Response to Revisions Required</a> <a href="#">Amendment Details</a> <a href="#">Amendment Instructions</a>
Project Summary	<a href="#">General</a> <a href="#">Research Personnel</a> <a href="#">Project Sponsor</a> <a href="#">Type of Research</a>
Project Context	<a href="#">Multi-Centre Projects</a> <a href="#">Sites Under the Authority of the Local PI</a> <a href="#">Scientific Review</a> <a href="#">Indigenous Populations</a> <a href="#">Funding</a>
Project Design	<a href="#">Project Design</a> <a href="#">Project Population</a> <a href="#">Data Analysis</a> <a href="#">Patient &amp; Public Engagement</a> <a href="#">Incidental Findings</a> <a href="#">Project Dissemination</a>
Data Management	<a href="#">Data Collection</a> <a href="#">Data Collection Tools</a> <a href="#">Secondary Data</a> <a href="#">Data Flow</a> <a href="#">Data Access</a> <a href="#">Data Storage &amp; Security</a>
Participants	<a href="#">General</a> <a href="#">Recruitment</a> <a href="#">Recruitment Materials</a> <a href="#">Participant Costs &amp; Remuneration</a> <a href="#">Consent</a> <a href="#">Interventions &amp; Regulatory</a> <a href="#">Products/ Devices/ Procedures</a> <a href="#">Benefits &amp; Risks/Harm</a> <a href="#">Participant Safety</a> <a href="#">Feedback to Participants</a> <a href="#">Participant Withdrawal</a>
Specimen Management	<a href="#">Specimen Collection</a> <a href="#">Shared Health Pathology</a> <a href="#">Specimen Analysis</a> <a href="#">Central Lab Specimens</a> <a href="#">Specimen Storage</a> <a href="#">Specimen Transfer</a>
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Additional Attachments	<a href="#">Additional Attachments</a>
Signature(s)	<a href="#">Signature(s)</a>

# RITHIM Application Form

192

Project Title: 2025 Feb 6

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

192

Project Title: 2025 Feb 6

Version: Beta

- ▶ 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

Project Summary - General

Project title (200 character limit)  0 ◀

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

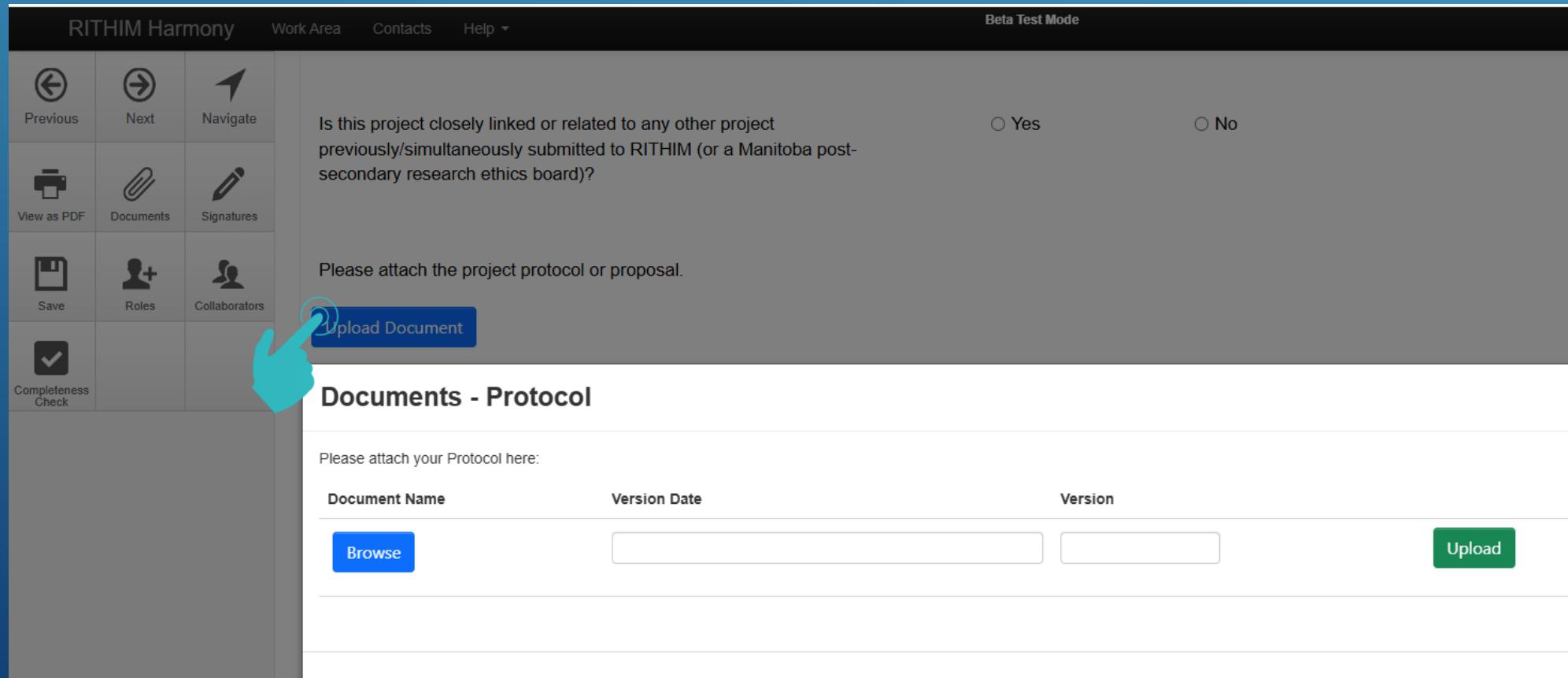
Is there a project acronym?  Yes  No

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

- ▶ 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 software interface. At the top, there is a navigation bar with 'RITHIM Harmony', 'Work Area', 'Contacts', 'Help', and 'Beta Test Mode'. Below the navigation bar is a toolbar with icons for 'Previous', 'Next', 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Save', 'Roles', 'Collaborators', and 'Completeness Check'. A large central area contains a question: '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 'Yes' and 'No' radio buttons. Below this is a text input field for 'Please attach the project protocol or proposal.' A blue button labeled 'Upload Document' is highlighted with a cyan hand cursor icon. A modal window titled 'Documents - Protocol' is open at the bottom, prompting 'Please attach your Protocol here:' with a 'Browse' button, two empty text input fields for 'Version Date' and 'Version', and a green 'Upload' button.

## RITHIM Application Form

Project Title: 2025 Feb 6

### Project Summary - General

Project title (200 character limit)

2025 Feb 6

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

Please provide full project title

This is a test project for UAT Demonstration

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)

2025 Feb 6

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

Please provide full project title

This is a test project for UAT Demonstration

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

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	Mark
Surname	Pinder
Email	mark.pinder@researchmb.ca
Role	Please Select...
Briefly describe the duties of this individual with respect to this project	
Personal Profile Project ID	
<a href="#">Add Another</a> <a href="#">Remove</a>	

**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.

<input type="text" value="Search User"/>	<a href="#">Assign Role</a>
First Name	
Surname	
Email	
Role	Please Select...
Briefly describe the duties of this individual with respect to this project	
Personal Profile Project ID	
<a href="#">Add Another</a> <a href="#">Remove</a>	

[Assign Role](#)

First Name	Mark
Surname	Pinder
Email	mark.pinder@researchmb.ca
Role	Please Select...
Briefly describe the duties of this individual with respect to this project	
Personal Profile Project ID	
<a href="#">Add Another</a> <a href="#">Remove</a>	

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

**Share Roles**

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.

anna.glybina@researchmb.ca

**Note:** This form has not yet been shared with anyone

**Share Roles** **Close**

jsmith@test.com **Read/Write/Submit/Create Sub Forms** **+**

User does not exist on the system **Invite**

Note: This form has not yet been shared with anyone

**Share Role** **Close**

**Please select...**

Please select...

Manage Access Permissions

Principal Investigator

Read ONLY

Read/Write/Submit/Create Sub Forms

Receive ALL notifications

**Share Role** **Close**

**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

**Add Another** **Remove**

- 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 ▾    192    Version: Beta

Previous    Next    Navigate

View as PDF    Documents    Signatures

Save    Roles    Collaborators

Completeness Check

## RITHIM Application Form

Project Title: 2025 Feb 6

**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.

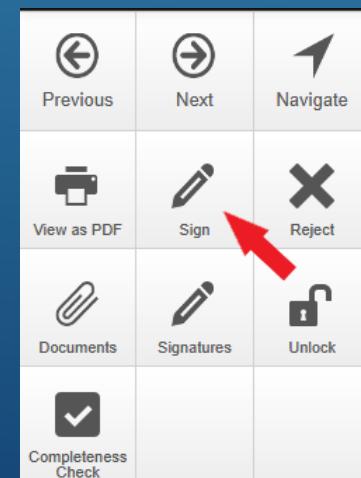
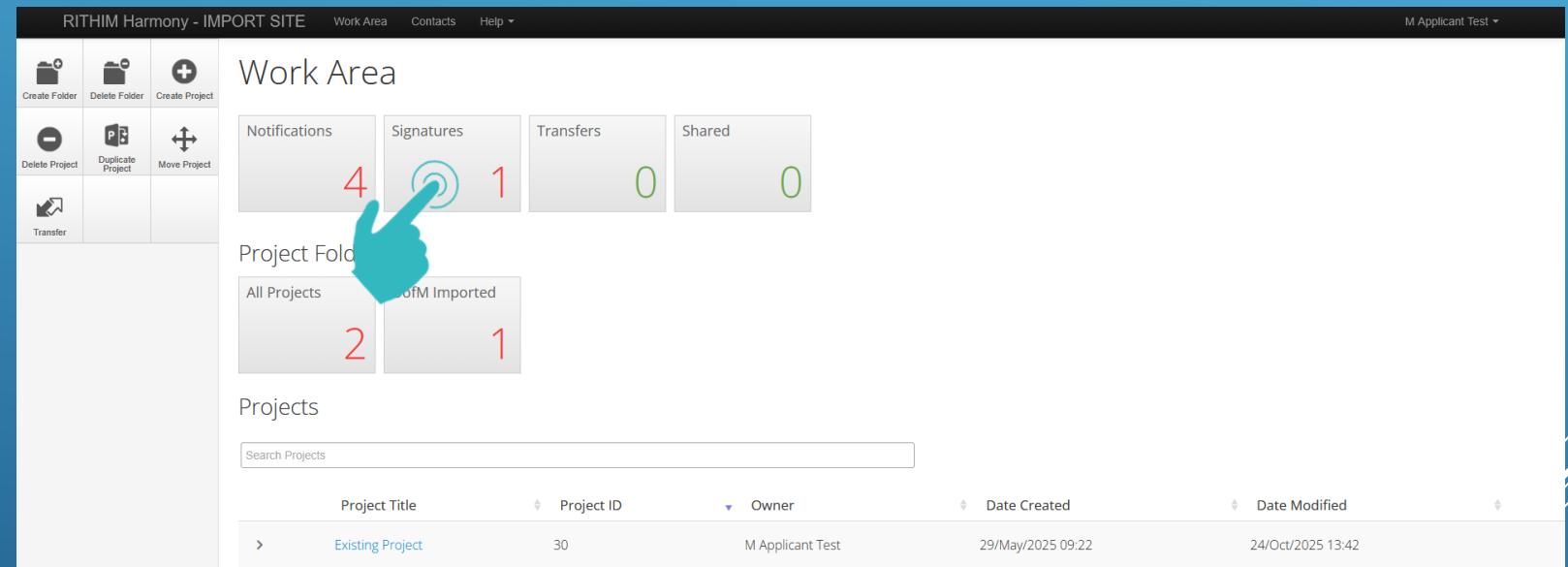
**Request Signature**  **Sign**

0

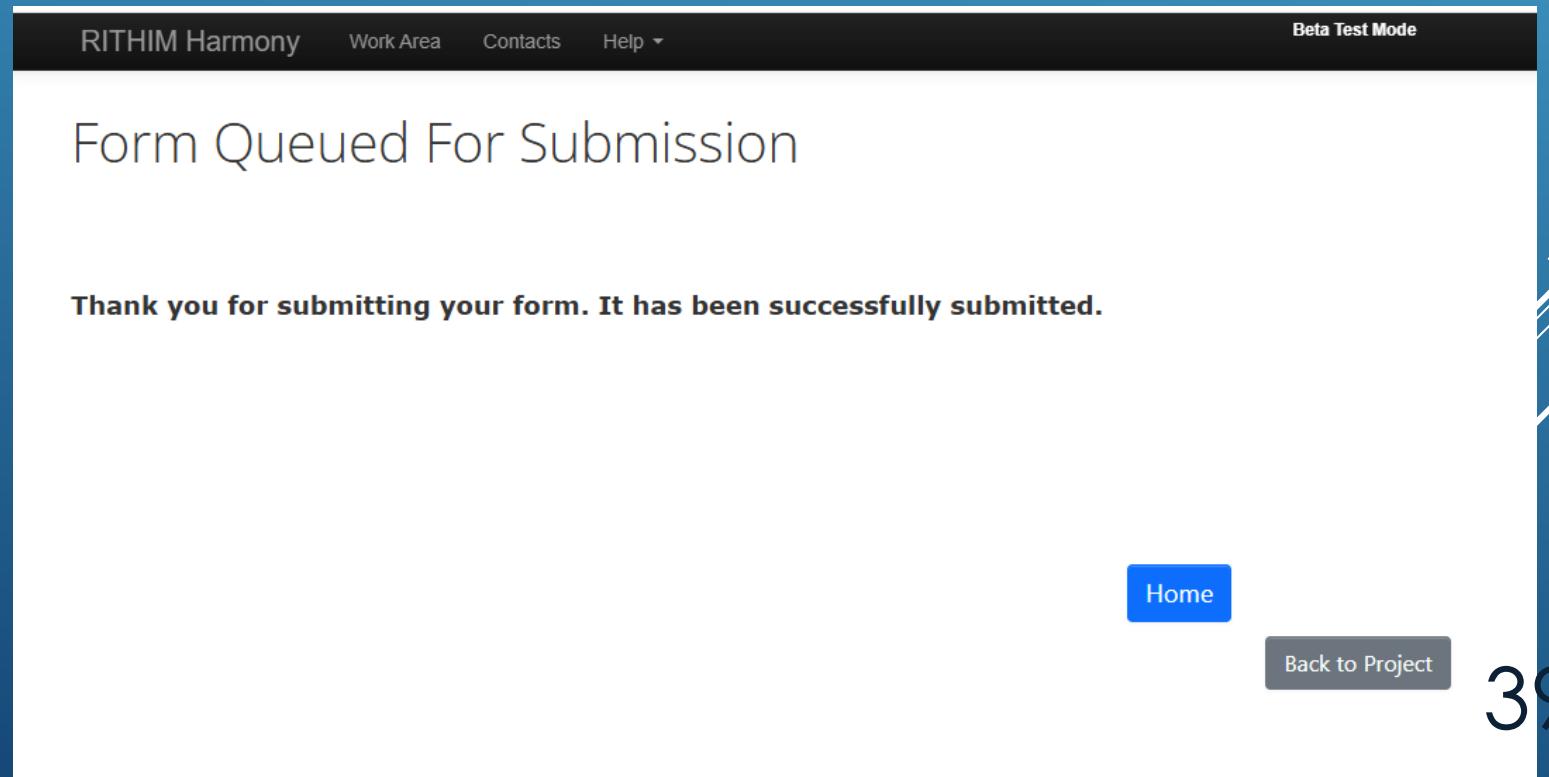
Previous page    Next page

# 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



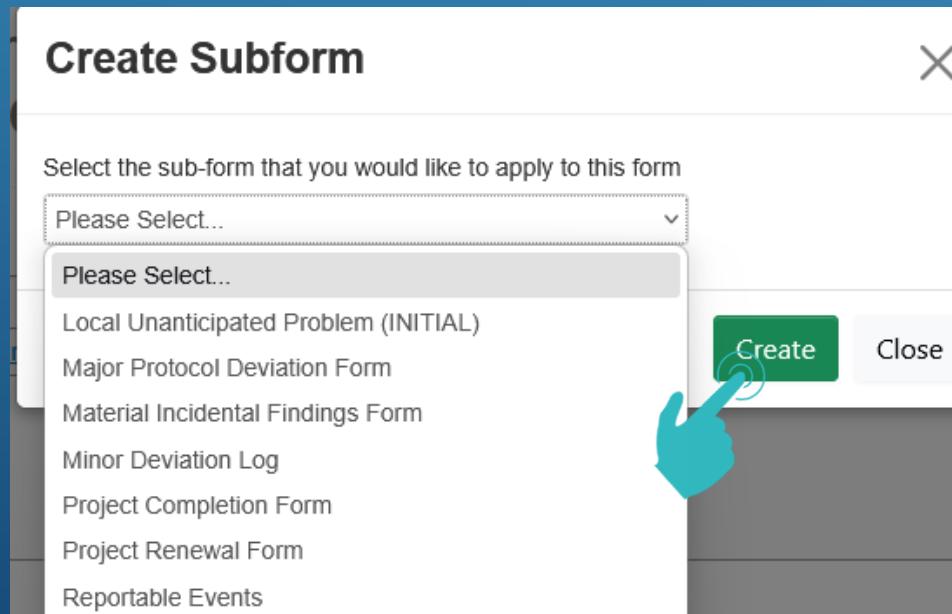
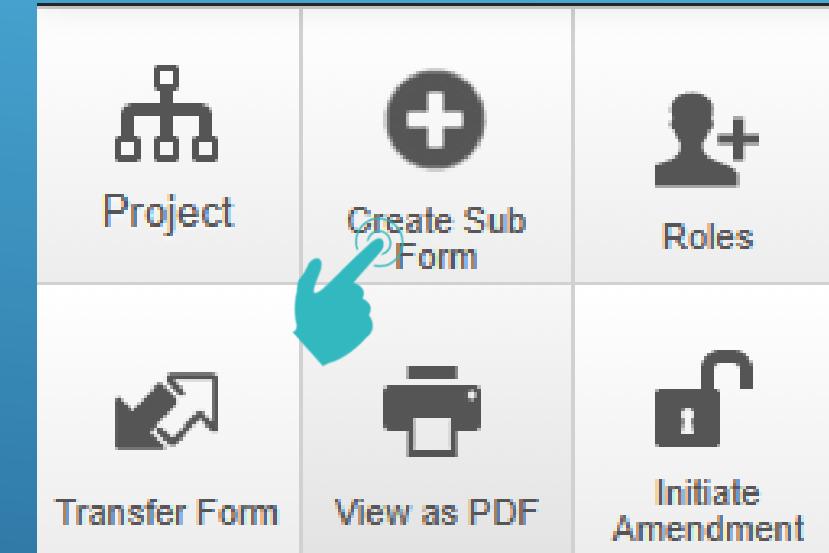
- Once Signed, your form is submitted automatically for the RITHIM Program Officer Completeness check and Review assignment.



# CREATING FOLLOW-ONS

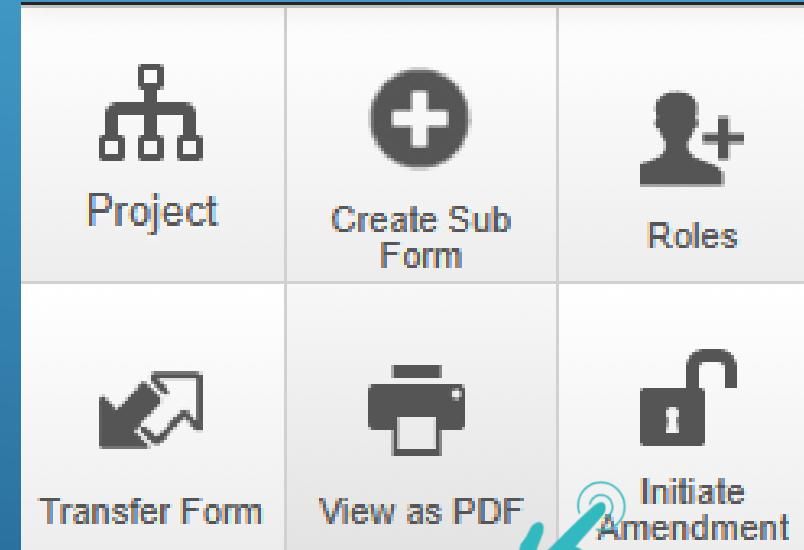
- ▶ Follow-ons of all types can be created as sub-forms within Harmony for:
  - Local Unanticipated Problem
  - Major Protocol Deviation
  - Material Incidental Findings
  - Minor Deviation Log
  - Project Completion
  - Project Renewal
  - Reportable Events
- ▶ View the form within the project that 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)



# 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	<a href="#">1.1 Application Type</a> <a href="#">1.2 Response to Revisions Required</a> <a href="#">1.3 Amendment Details</a> <a href="#">1.4 Amendment Instructions</a>
2.0 Project Summary	<a href="#">2.1 General</a> <a href="#">2.2 Research Personnel</a> <a href="#">2.3 Project Sponsor</a> <a href="#">2.4 Type of Research</a>

**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](#)