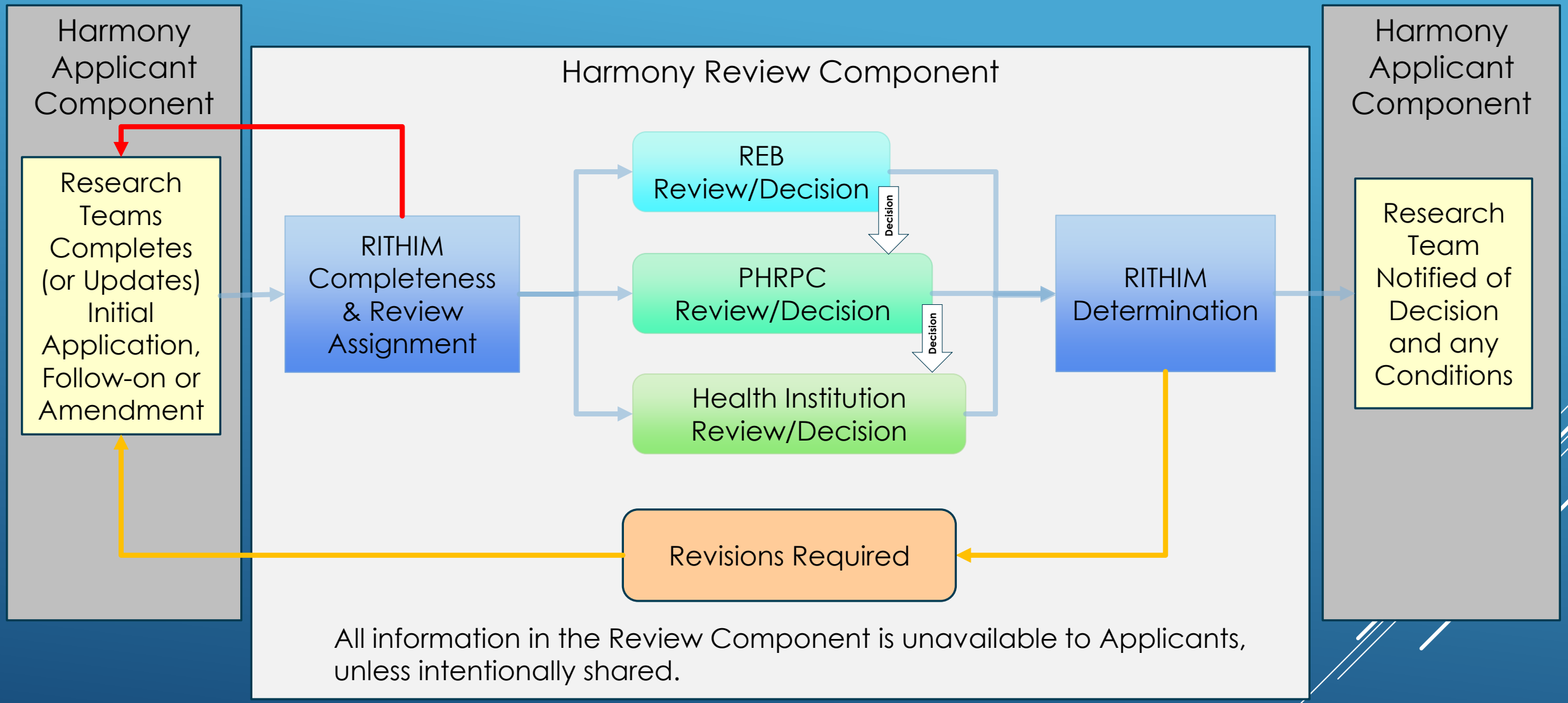
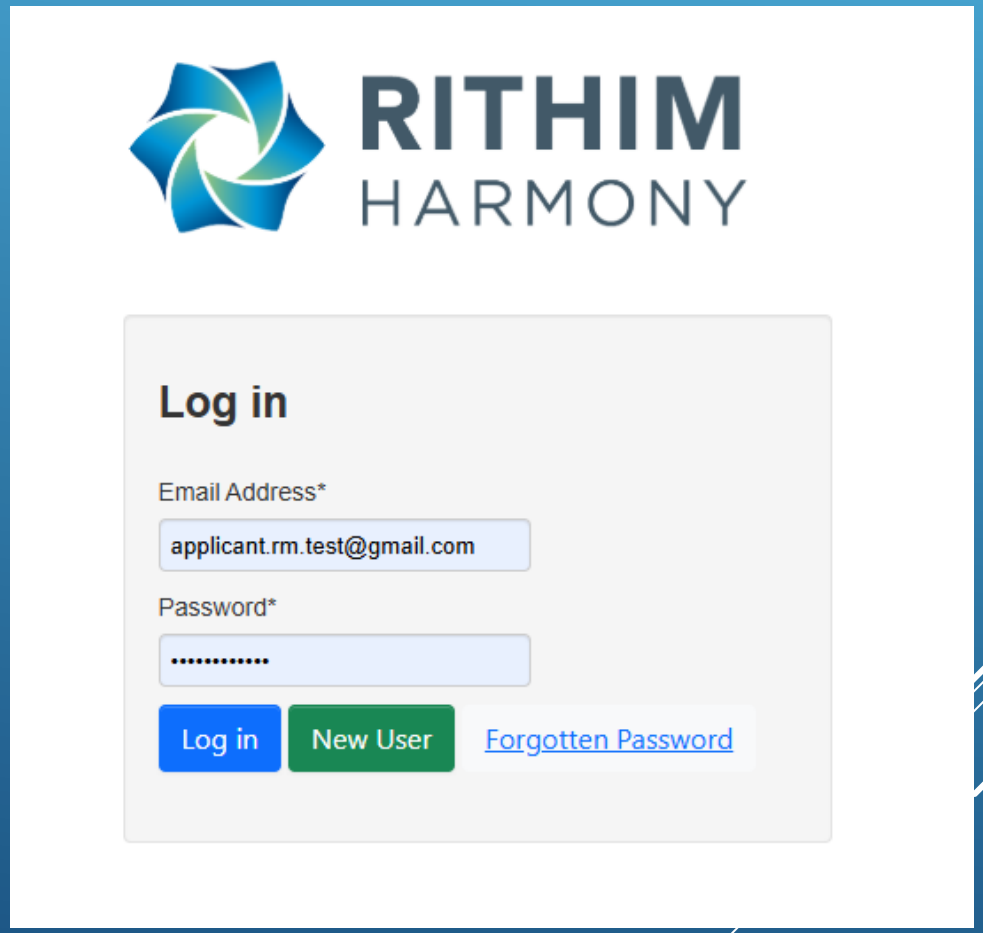
RITHIM HARMONY APPLICANT INSTRUCTION SLIDES



HIGH-LEVEL HARMONY WORKFLOW

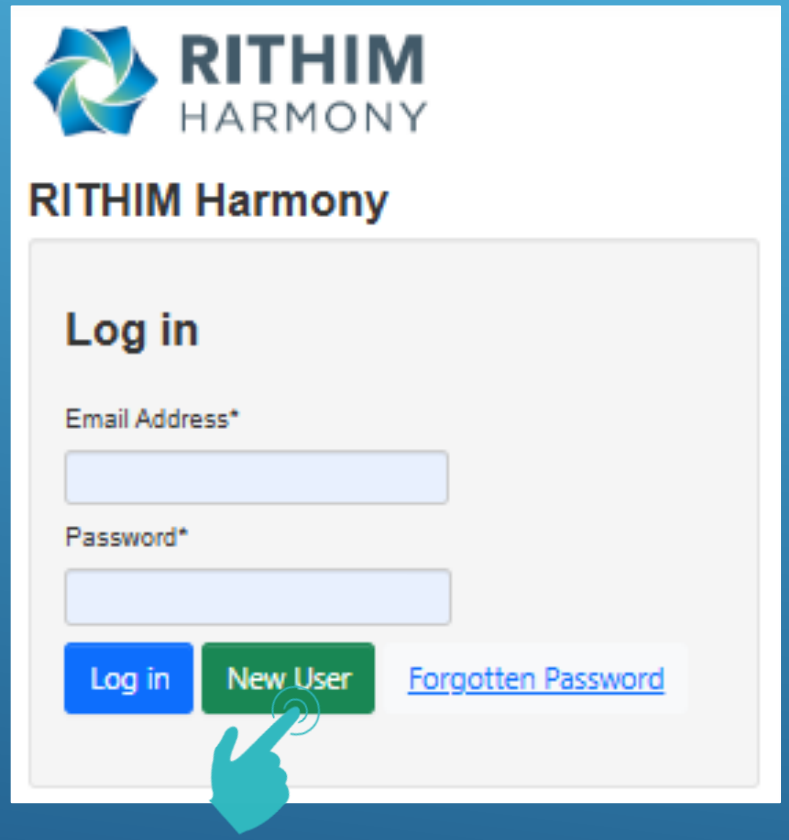
USER REGISTRATION AND PERSONAL PROFILE

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



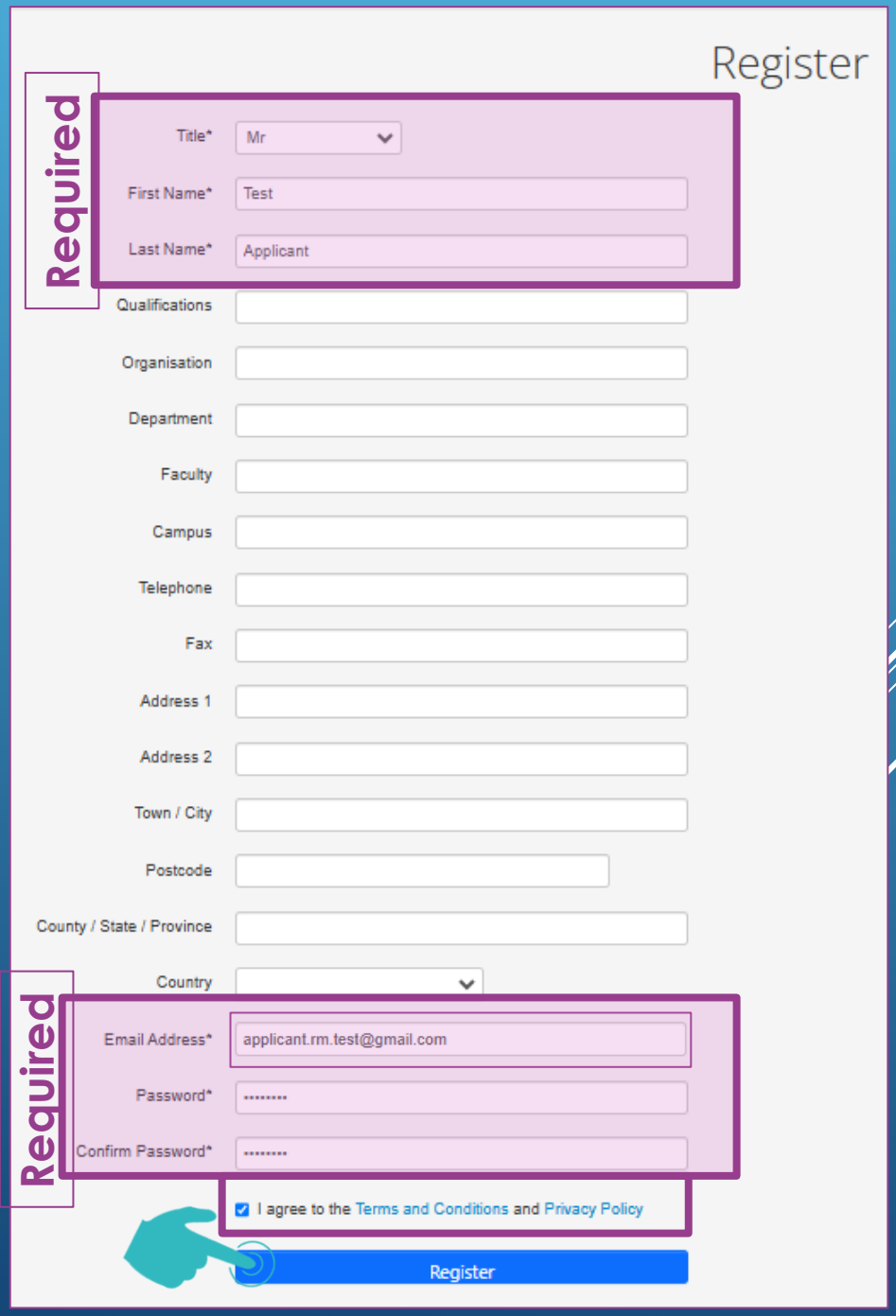
CREATE A NEW HARMONY ACCOUNT

- 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



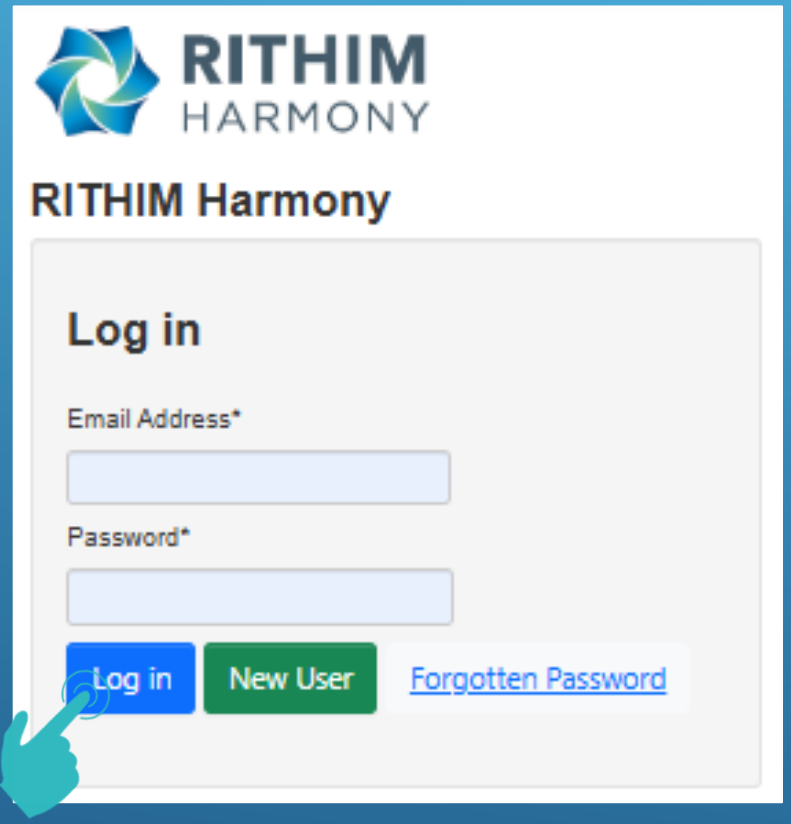
NEW APPLICANT USER REGISTRATION

- 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

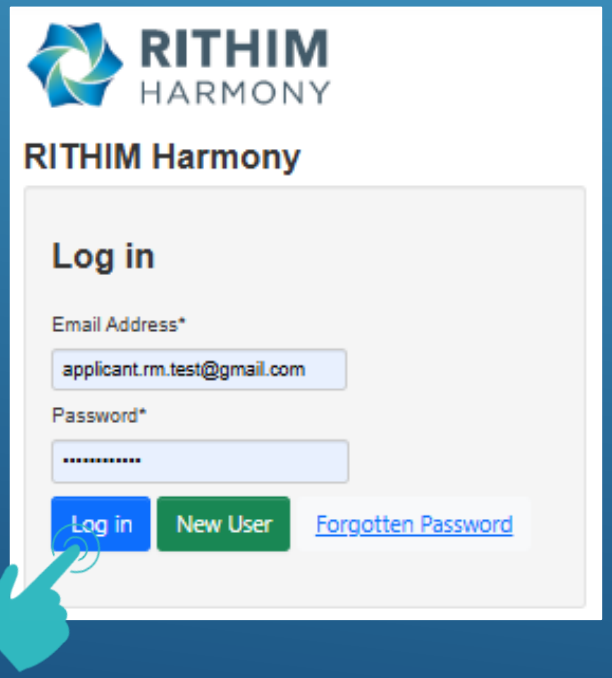


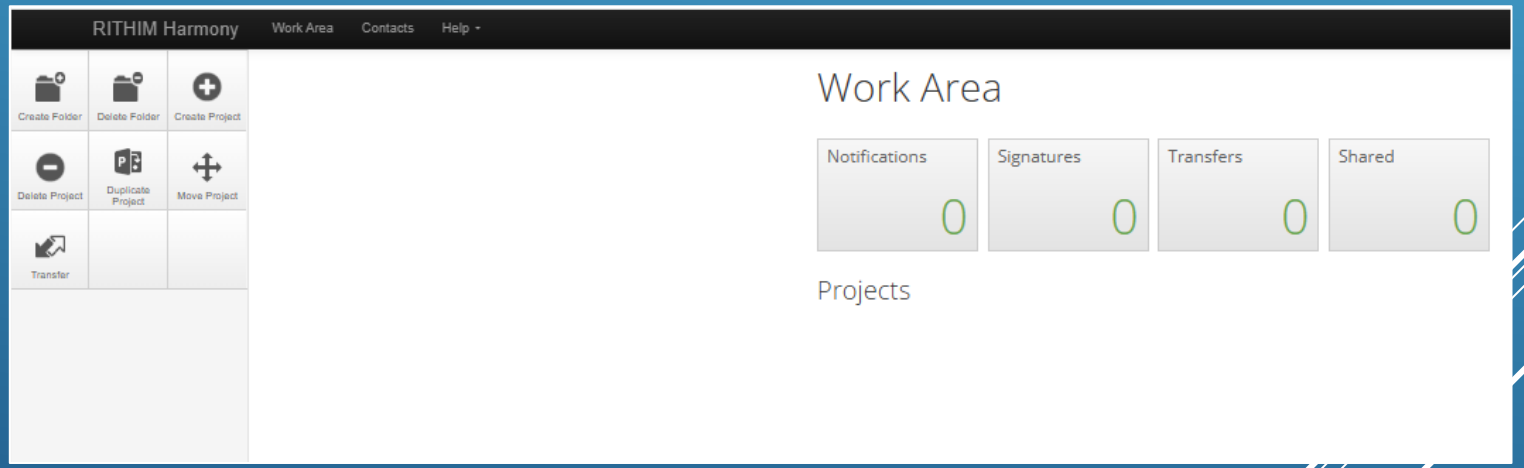
LOG INTO HARMONY

- 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



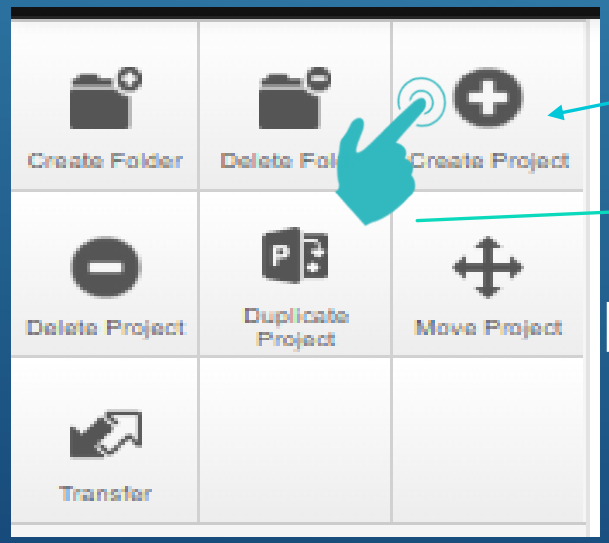
- A successful log-in lands the Applicant user in their Work Area, which will be mostly blank on first log-in

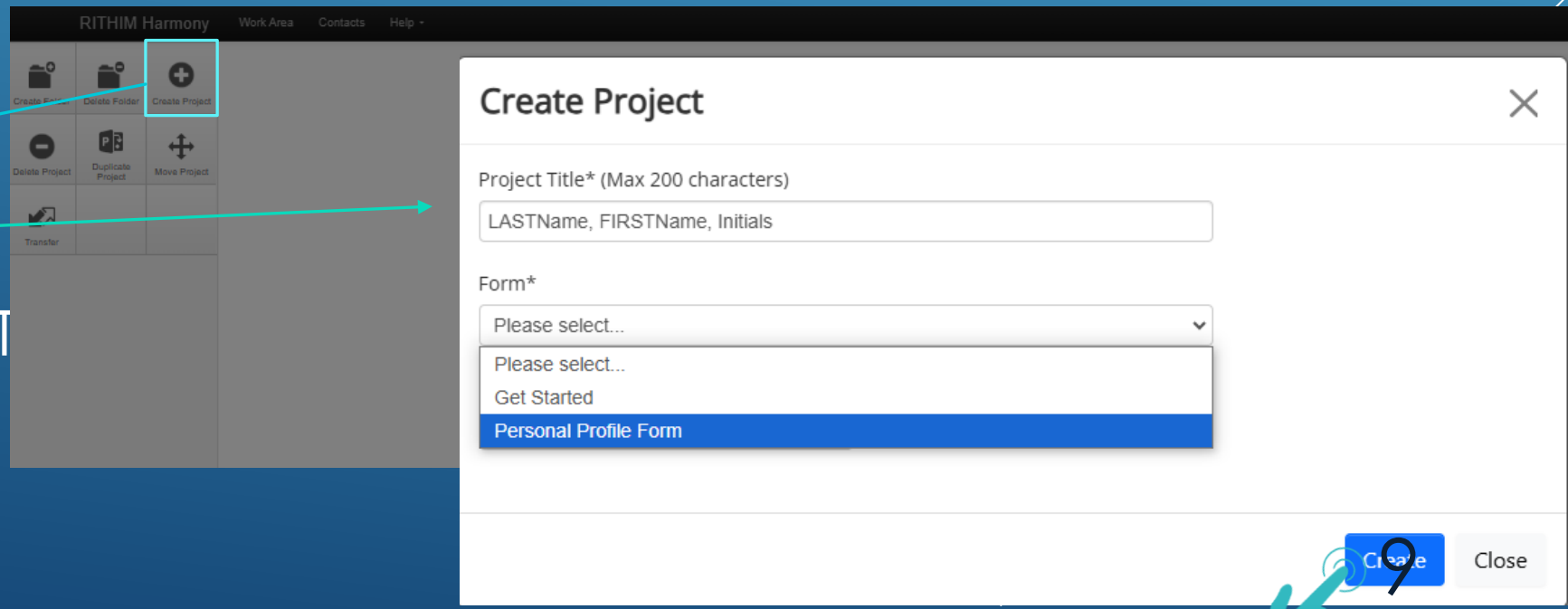




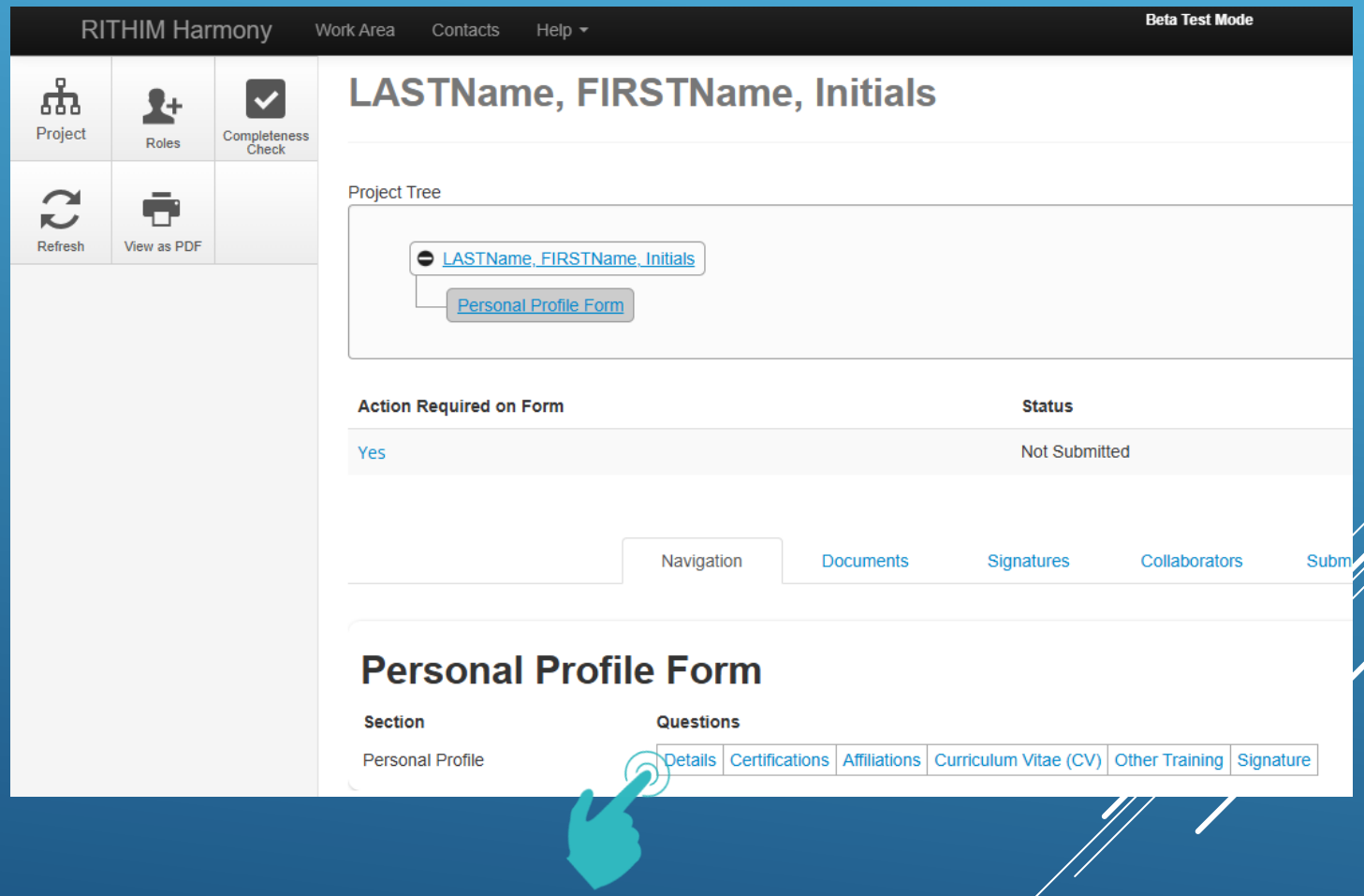
SUCCESSFUL LOG IN TO HARMONY

- 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"

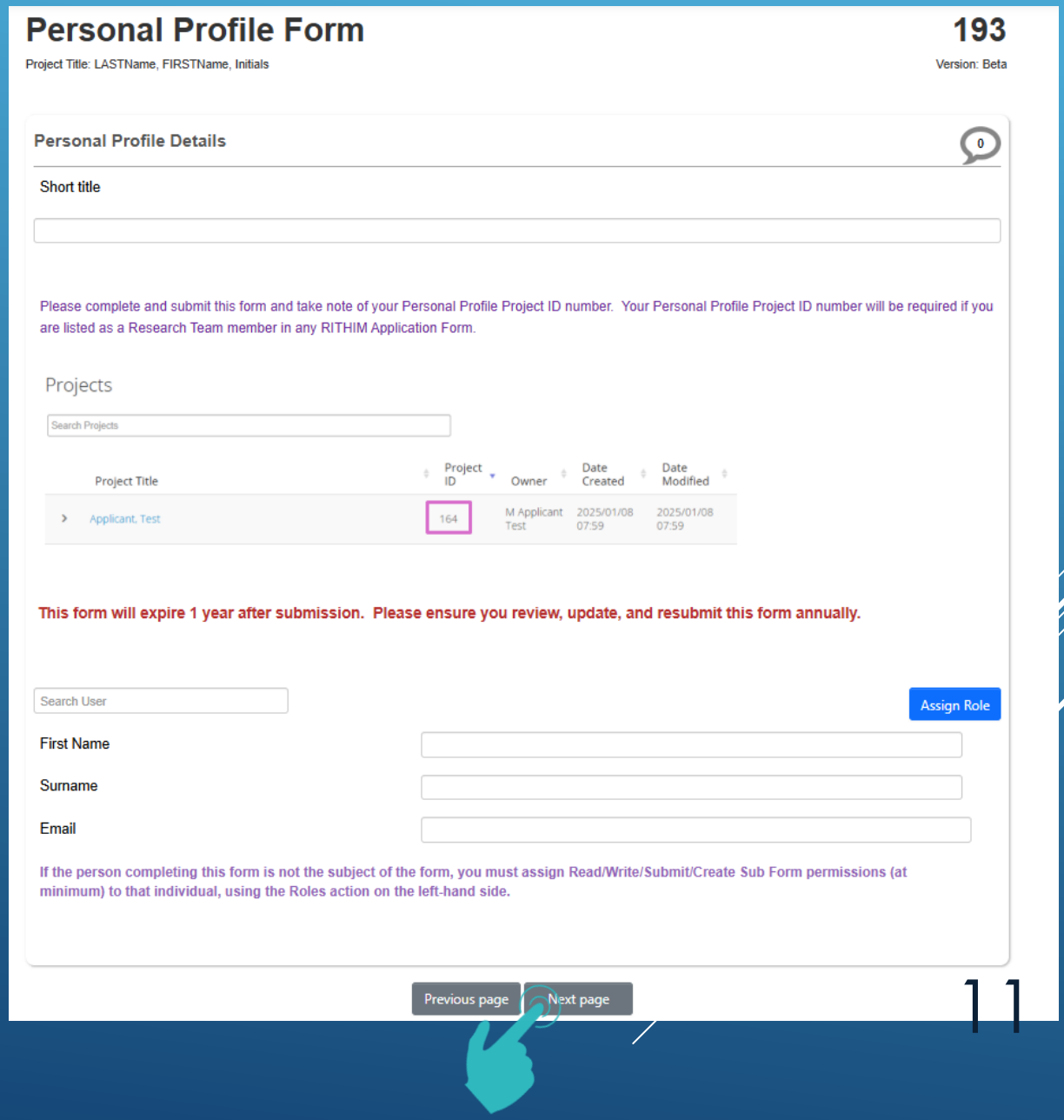




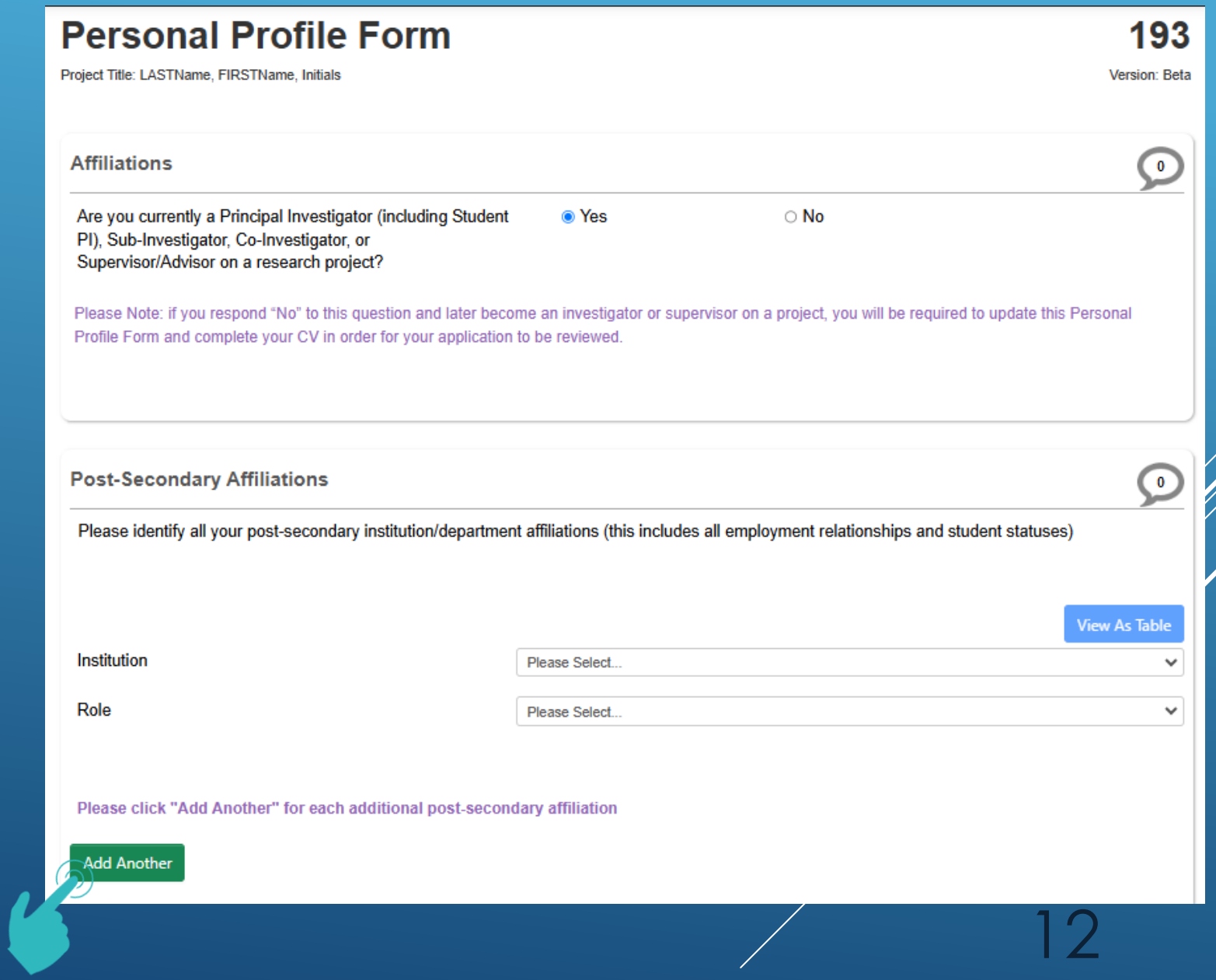
- You will land on the Personal Profile Page, where you can select the "Details" Questions Page to begin



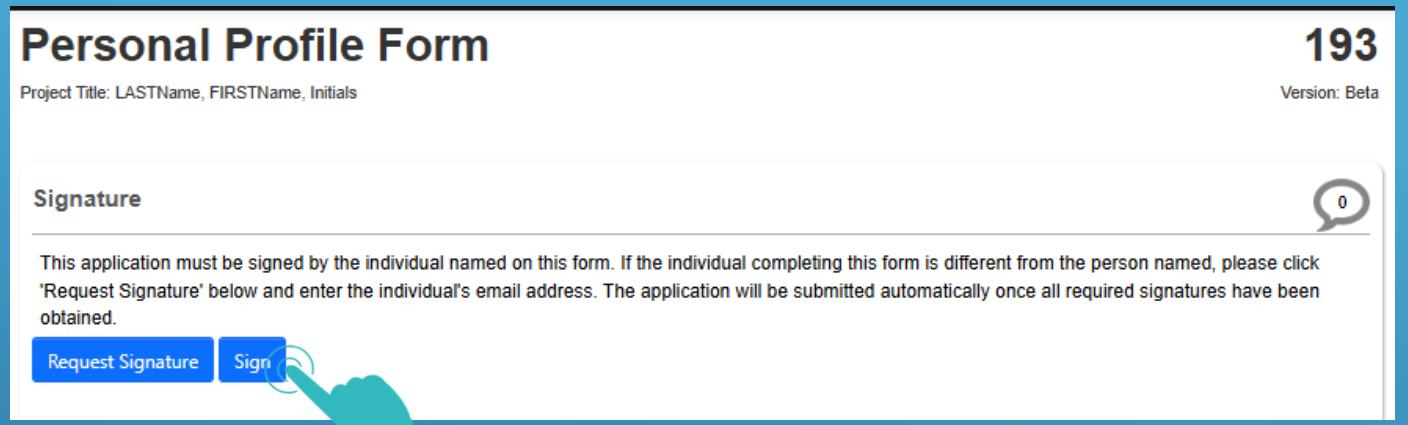
- You will complete each area of the Personal Profile form and navigate to the next Questions Page by clicking "Next Page"

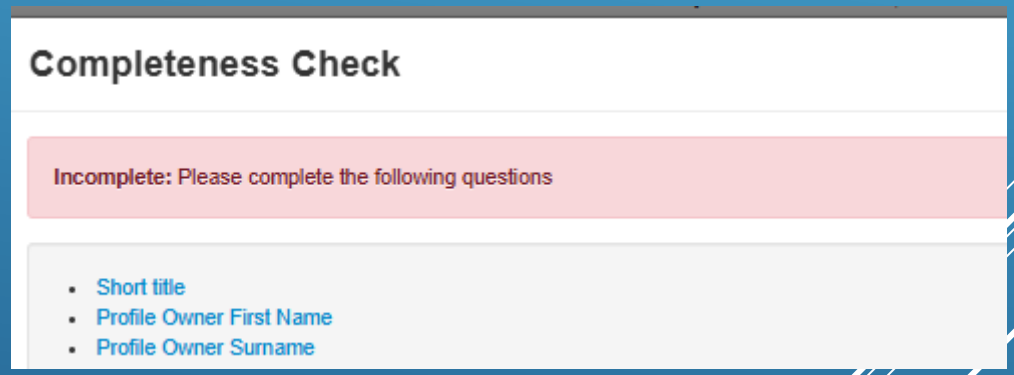


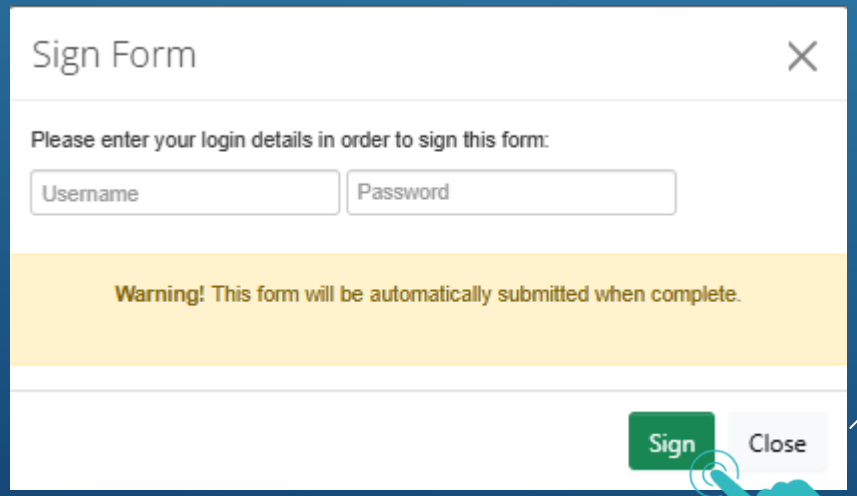
- Principal Investigators are required to enter more information in their personal profiles
- In both the Personal Profile Form and a Health Research Application, some questions can be answered more than once to capture appropriate detail
- For example, if you have multiple post-secondary affiliations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



- 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”



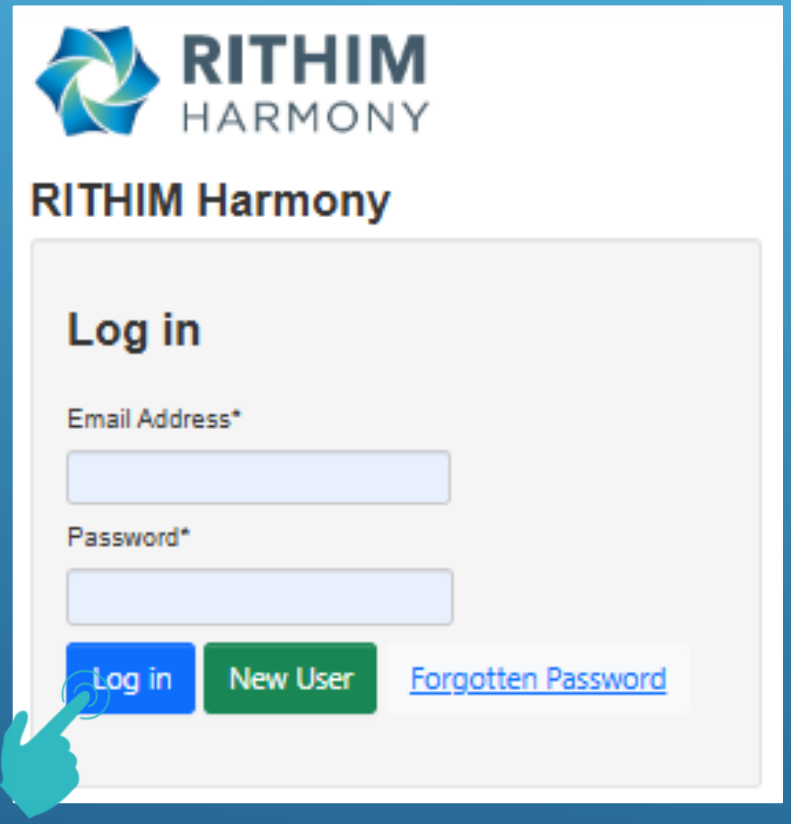




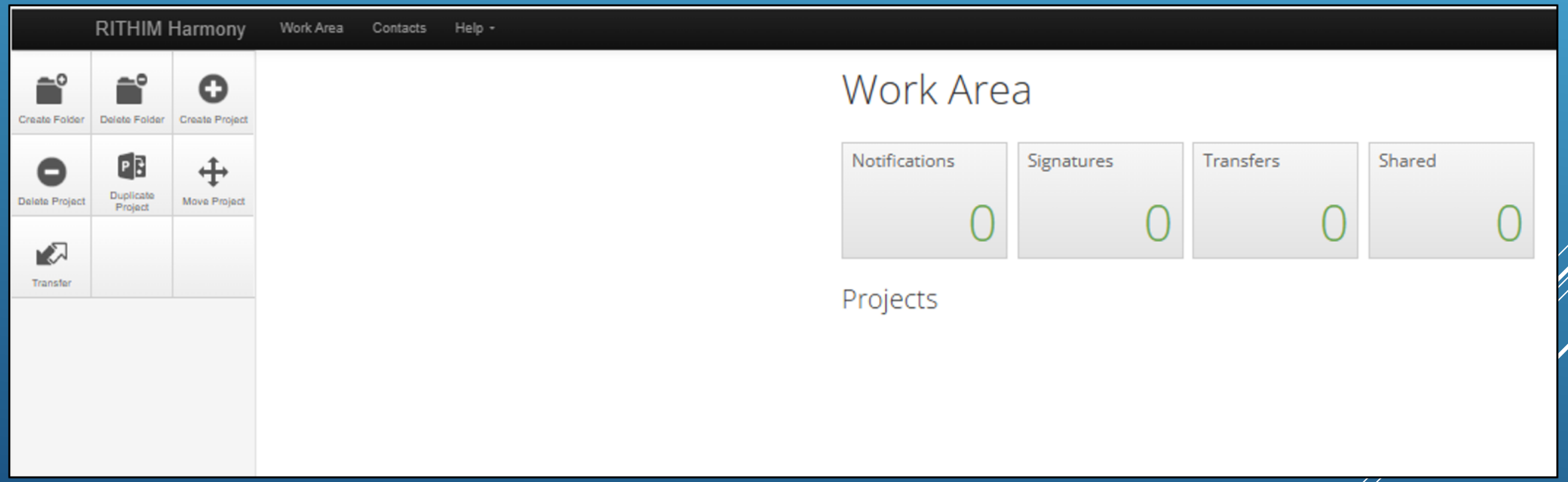
STARTING A NEW RITHIM APPLICATION

LOG INTO HARMONY

- 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



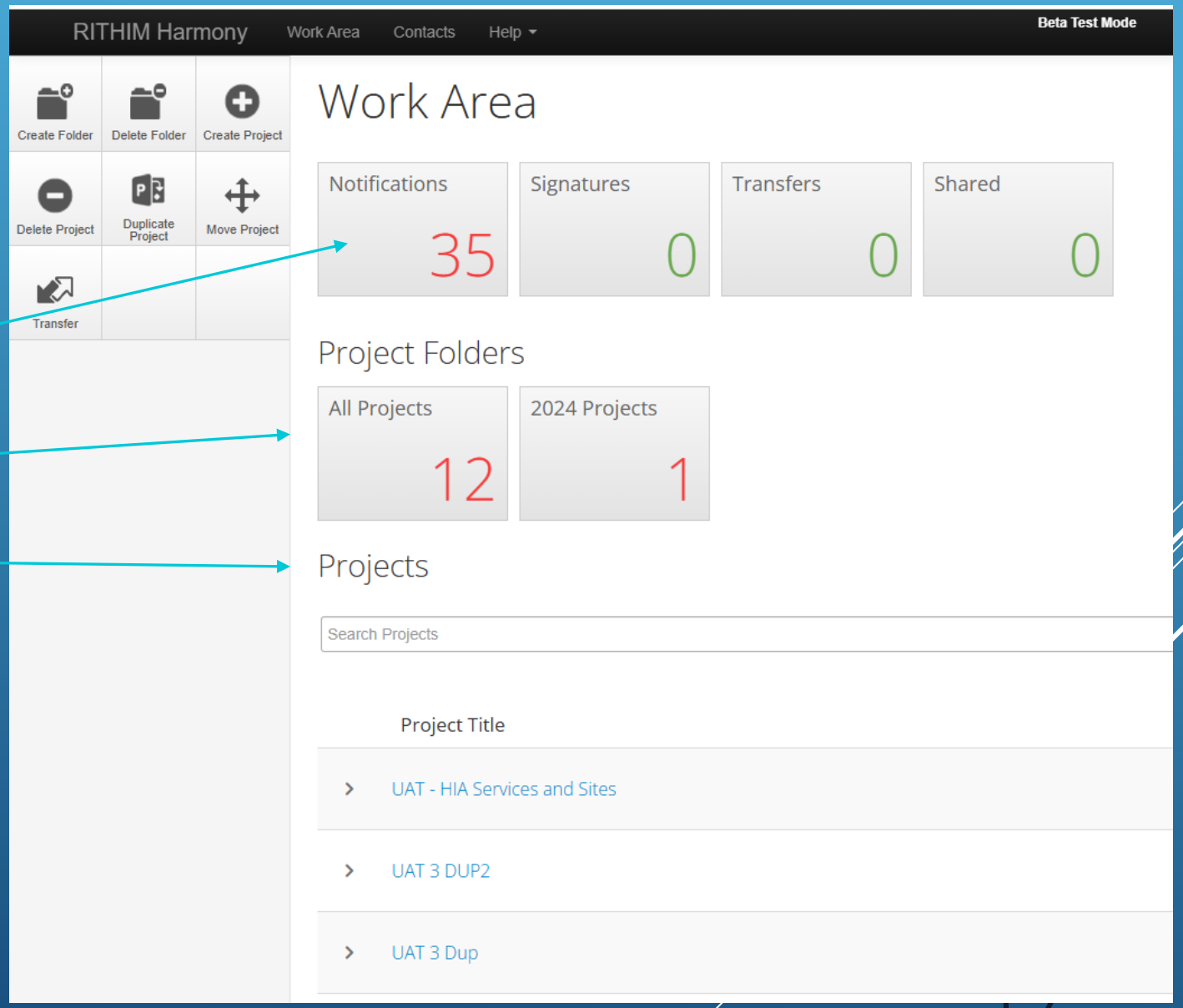
- Once successfully logged in, you will land in your Work Area
- As a new User, your Work Area will be empty



WORK AREA

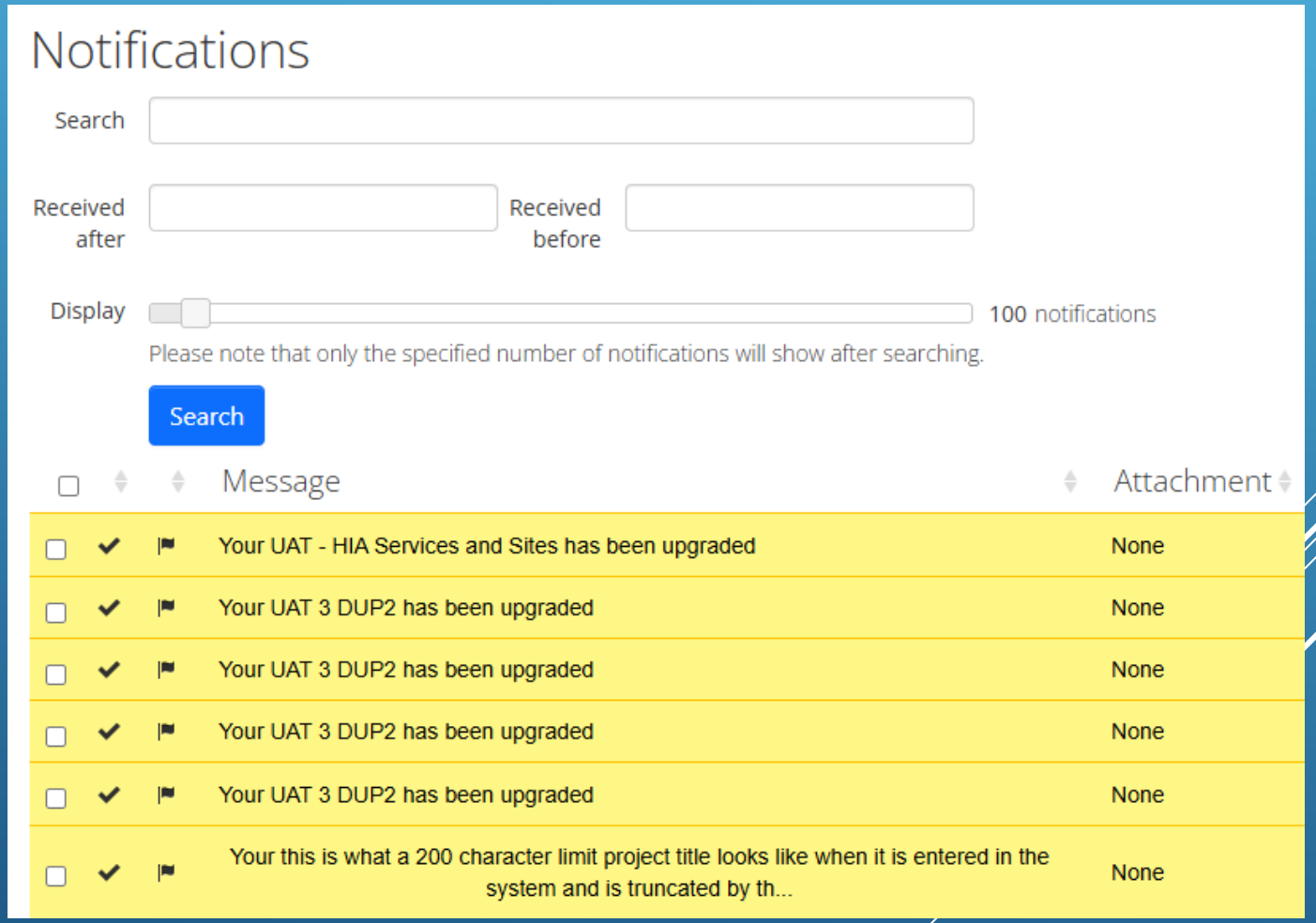
WORK AREA

- Over time, the Work Area will be populated with important information and will help guide you to:
  - Notifications
  - Project Folders
  - List of Projects



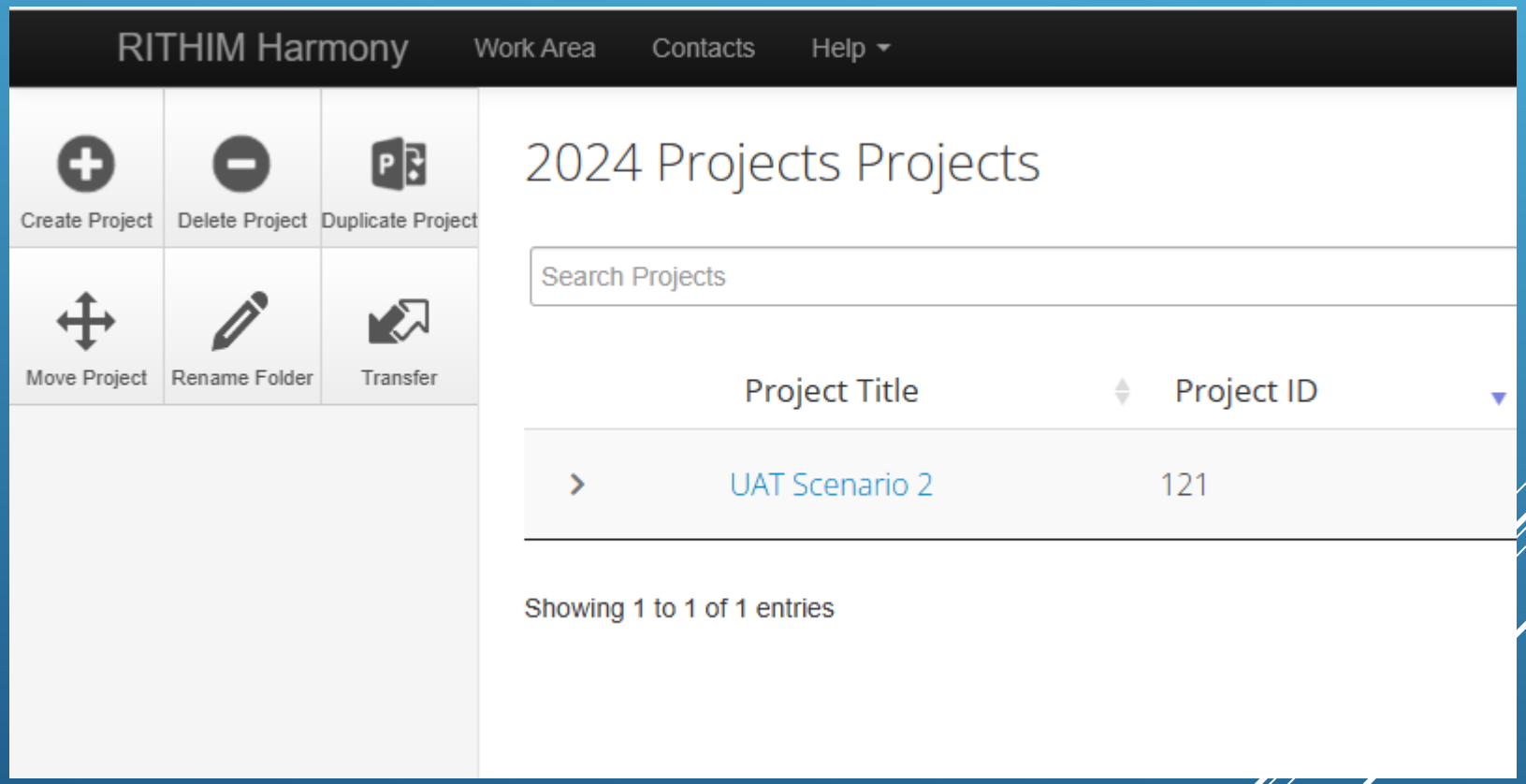
WORK AREA

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



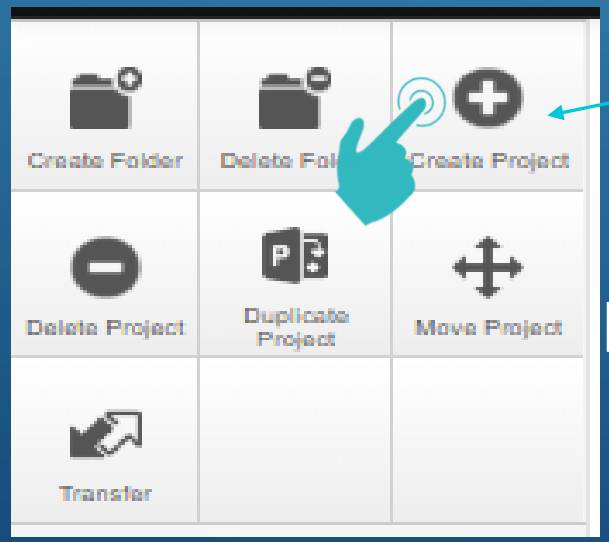
WORK AREA

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

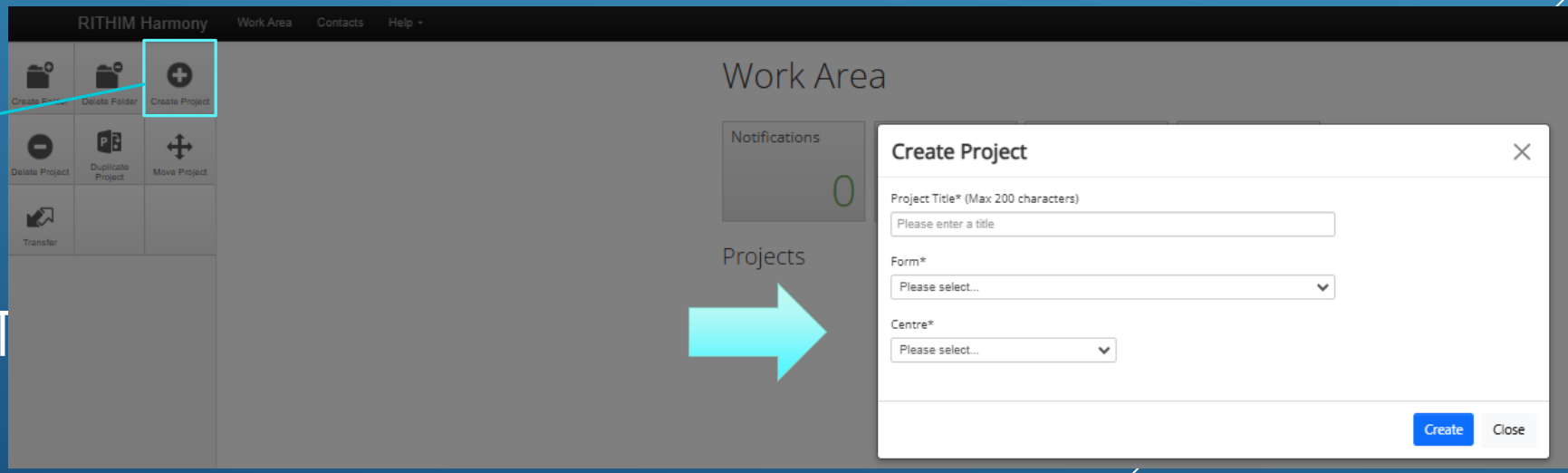


CREATING A PROJECT

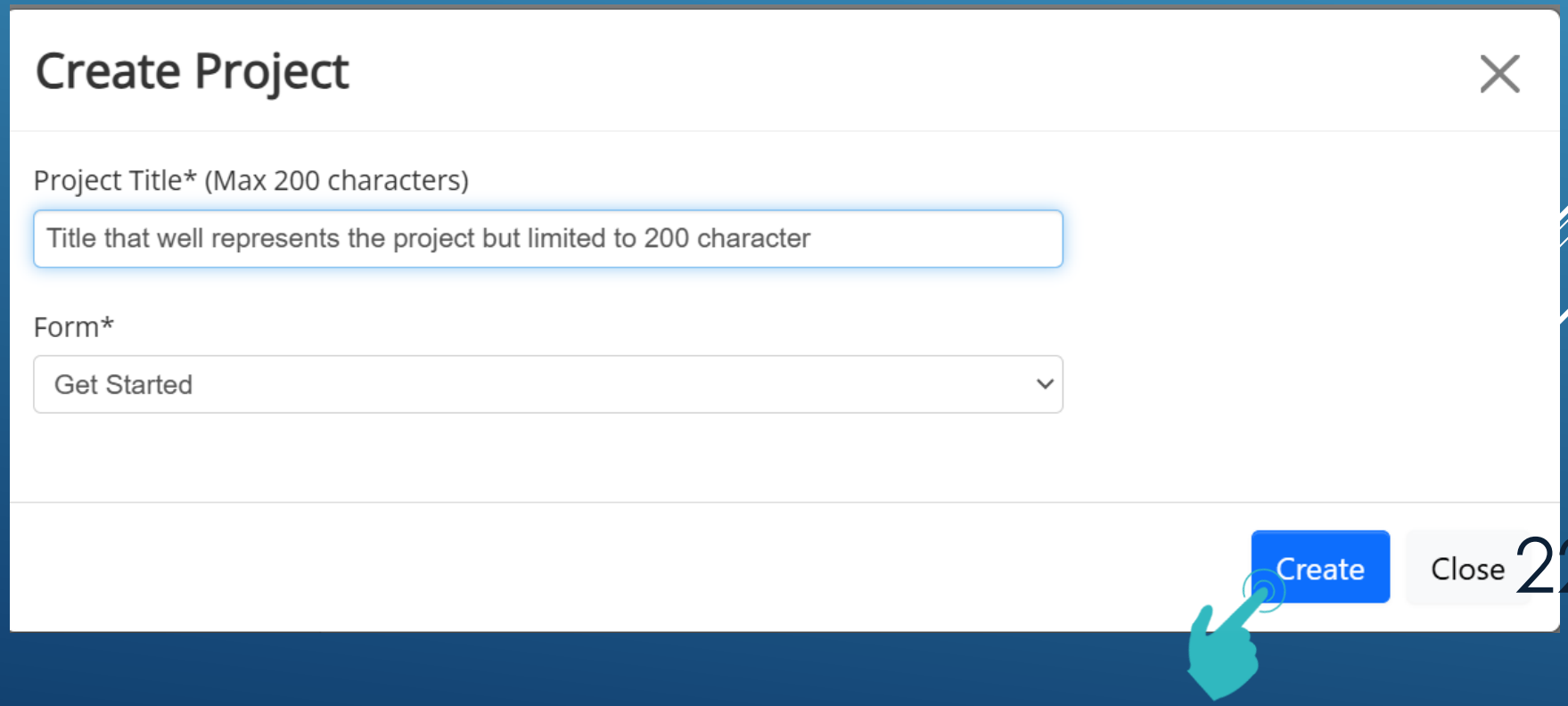
- Select the “Create Project” Action in the Work Area to start a new project



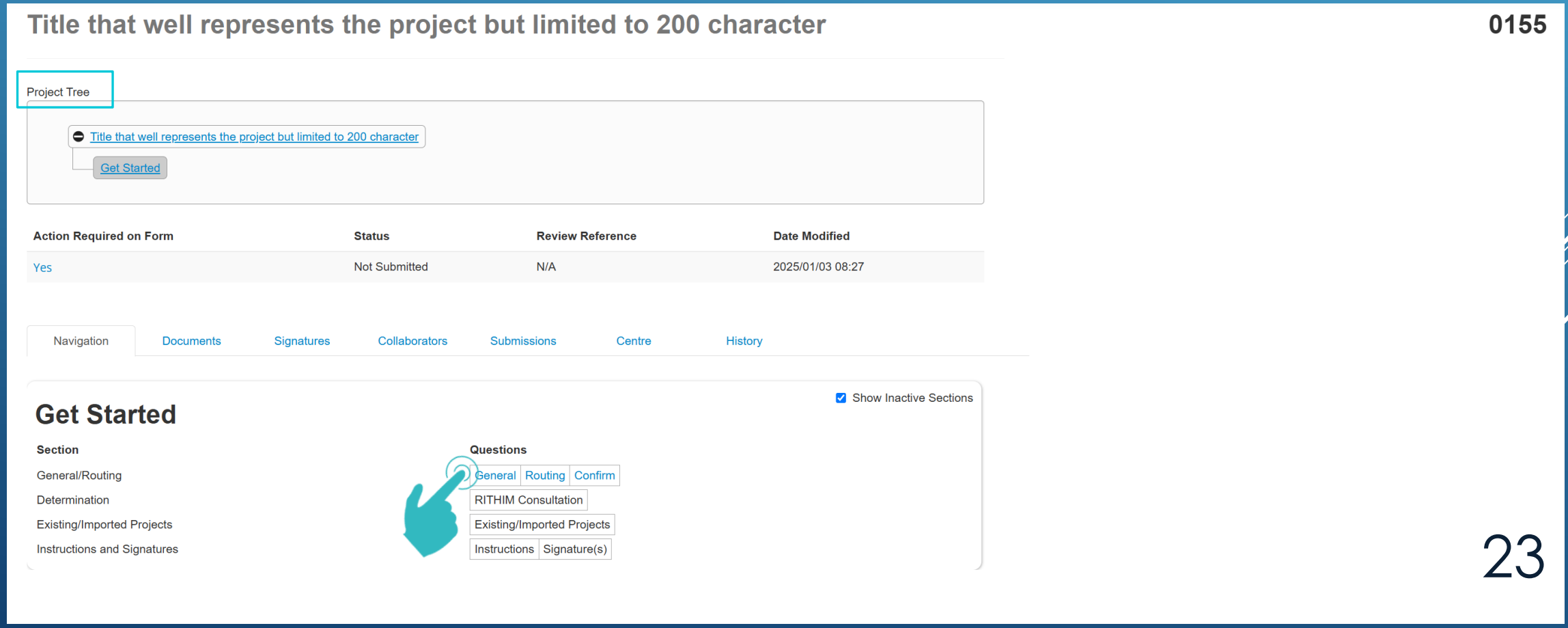
EAT



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

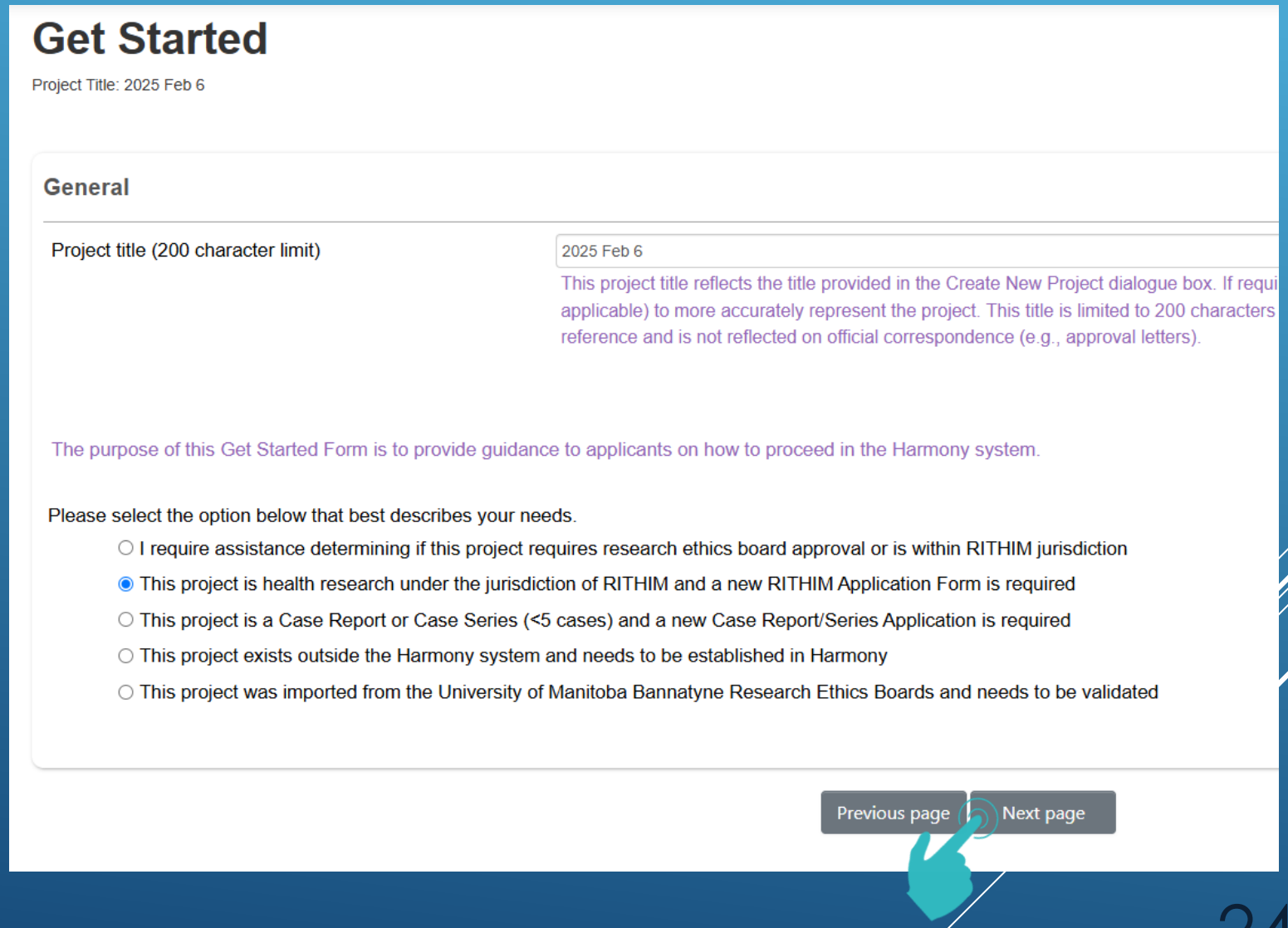


- A new project and project tree will be created, which contains the title provided and a new sub-form called Get Started.
- Applicants should click on the **General** Questions Page to begin.



- 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”



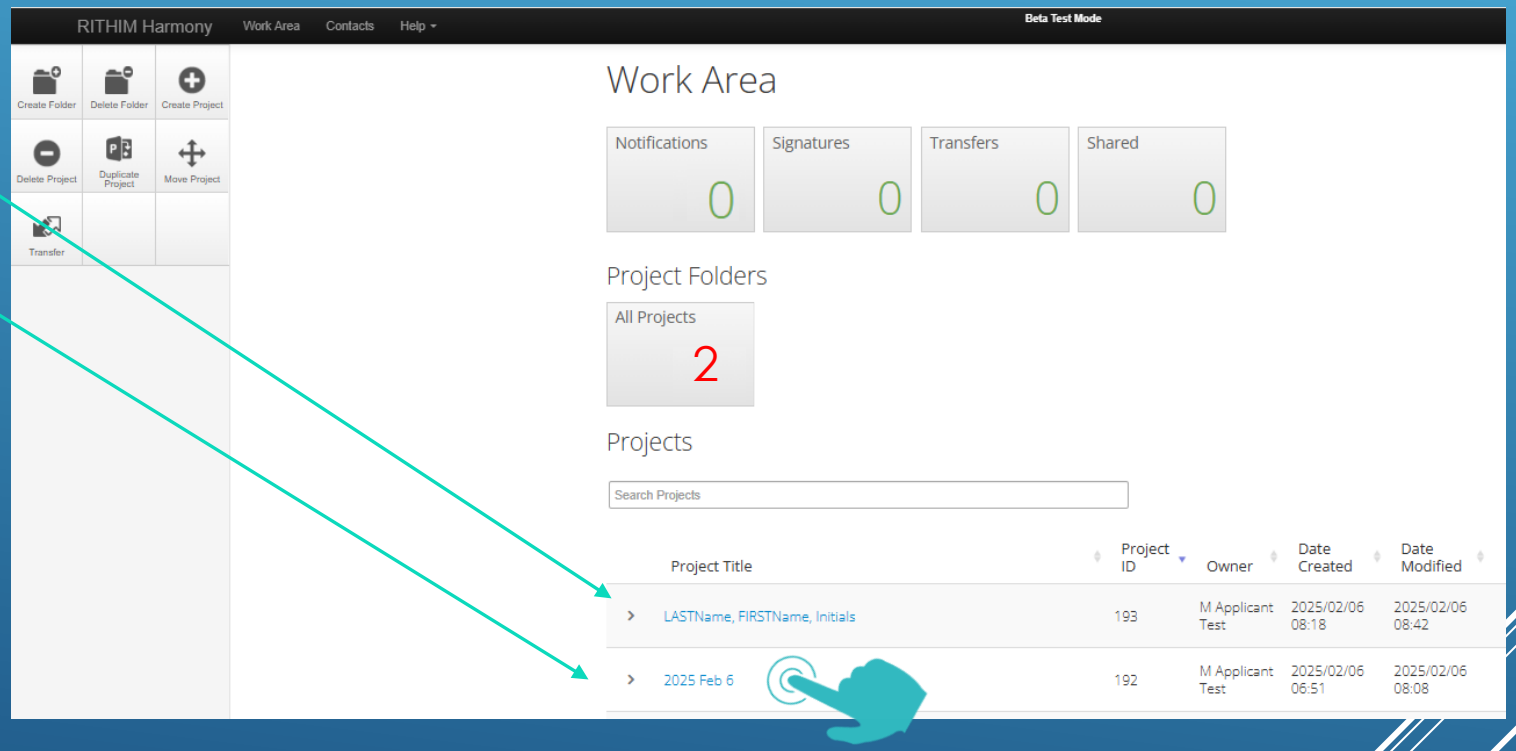
- Once your

  Personal Profile and

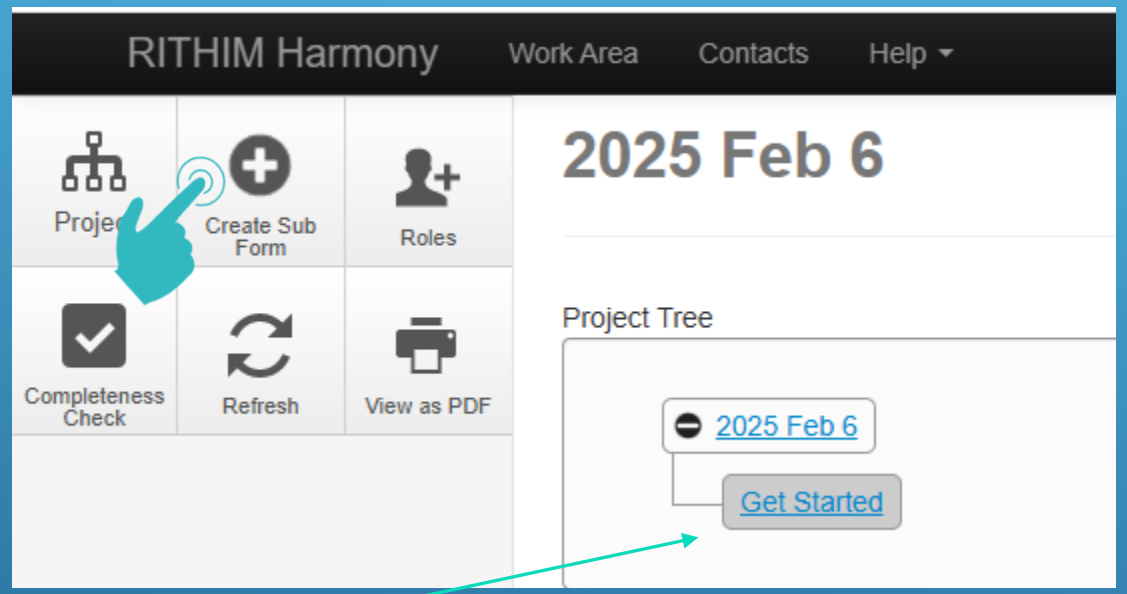
  Get Started Form

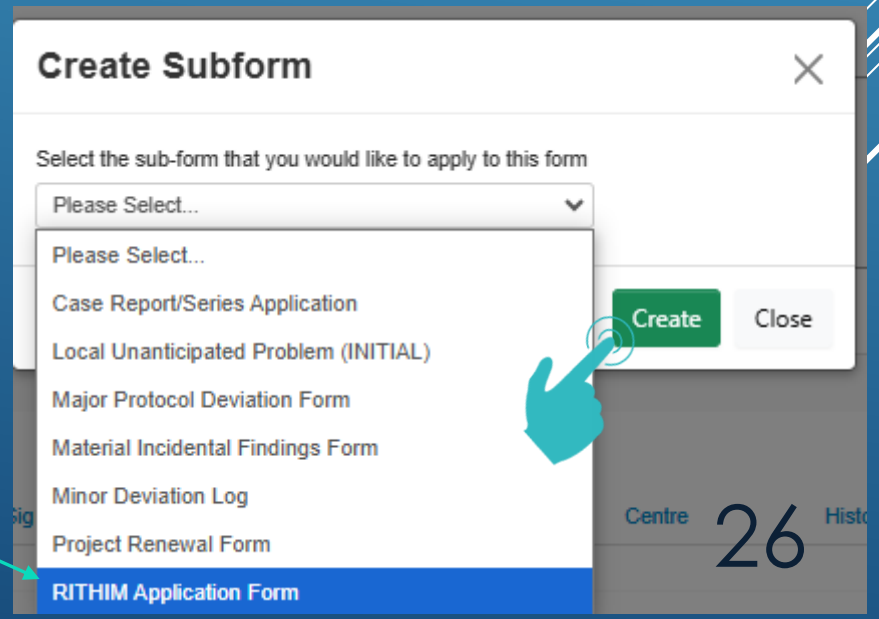
  are complete, you will see these in your Work Area

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

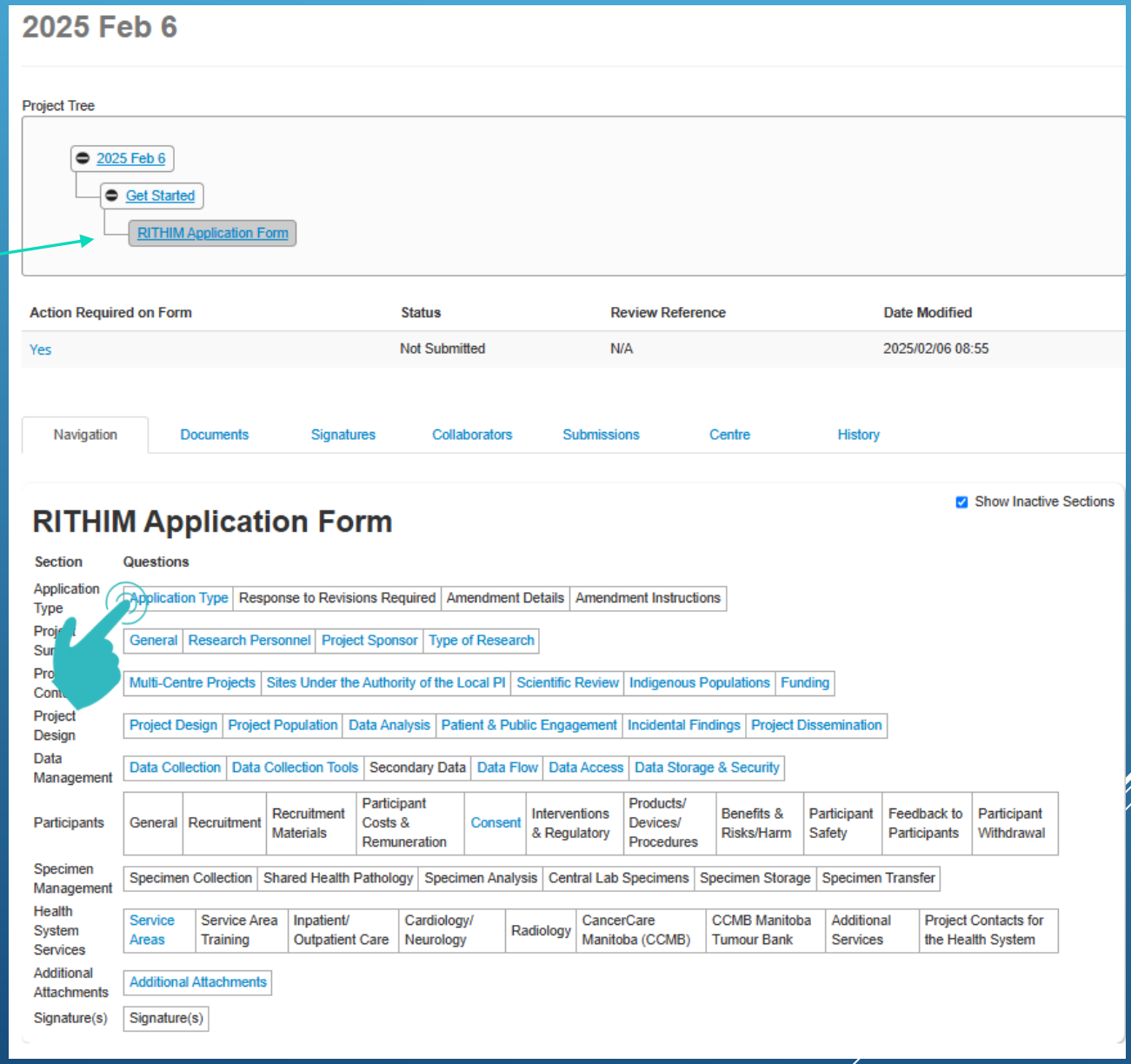


- Everything for the project created, will exist in a project tree structure under the Project Title (e.g 2025 Feb 6)
- The Get Started detail previously completed will be the base for all of the sub-forms for this project.
- Ensure that focus is on the Get Started Form and click "Create Sub Form"
-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

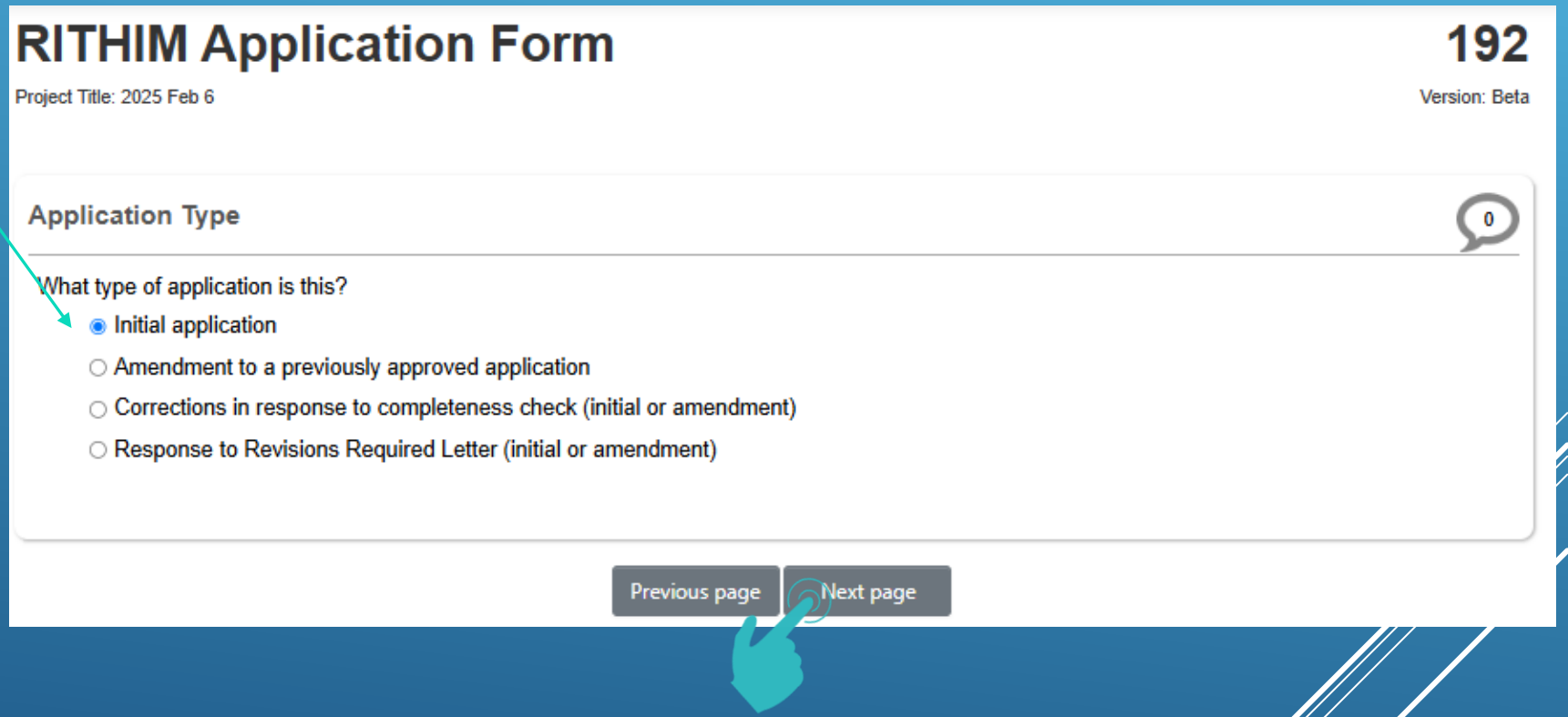




- Your Project Tree will have expanded to include a "RITHIM Application" Form
- Begin completing the RITHIM Application Form by selecting "Application Type"

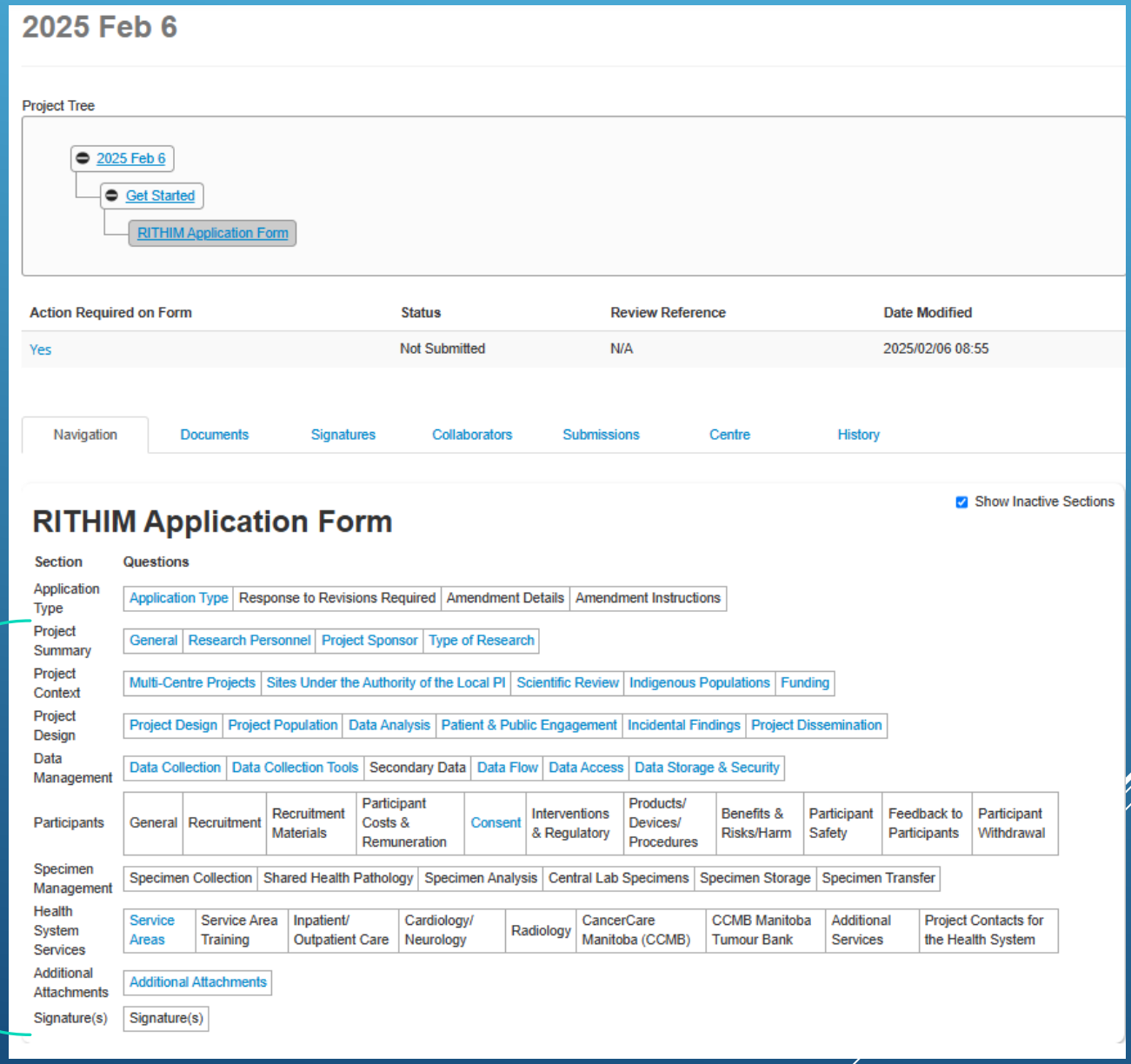


- Select Initial Application and Click “Next Page”
- Note that you will also navigate here at a later time should you need to amend a previously approved application, submit corrections in response to a Program Officer completeness check, or respond to a Revisions Require Letter

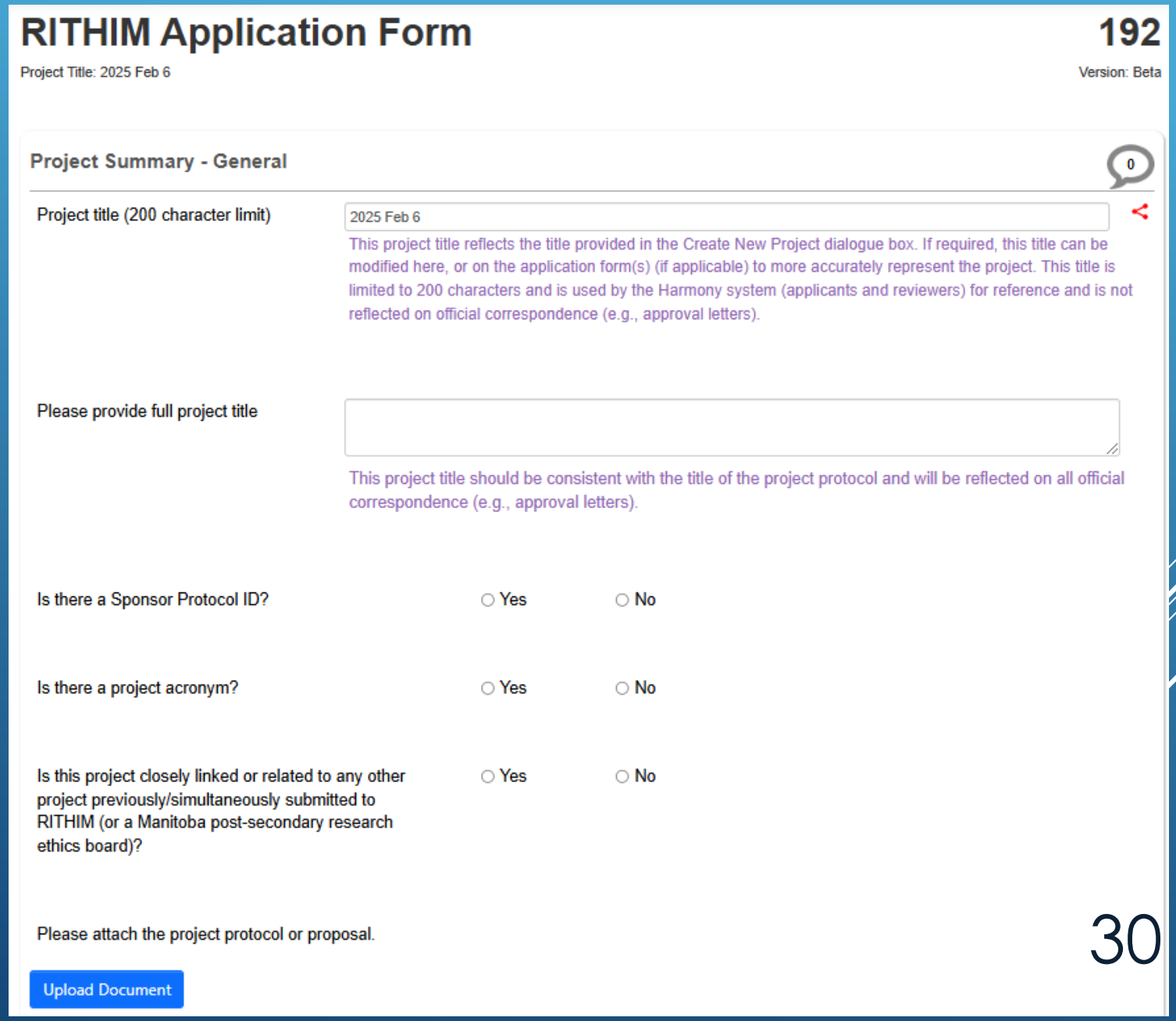


- Harmony will now guide you through completion of all of the necessary parts of a RITHIM Application based on the scope of your project.

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



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



RITHIM Application Form

192

Project Title: 2025 Feb 6

Version: Beta

Project Summary - General

0

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

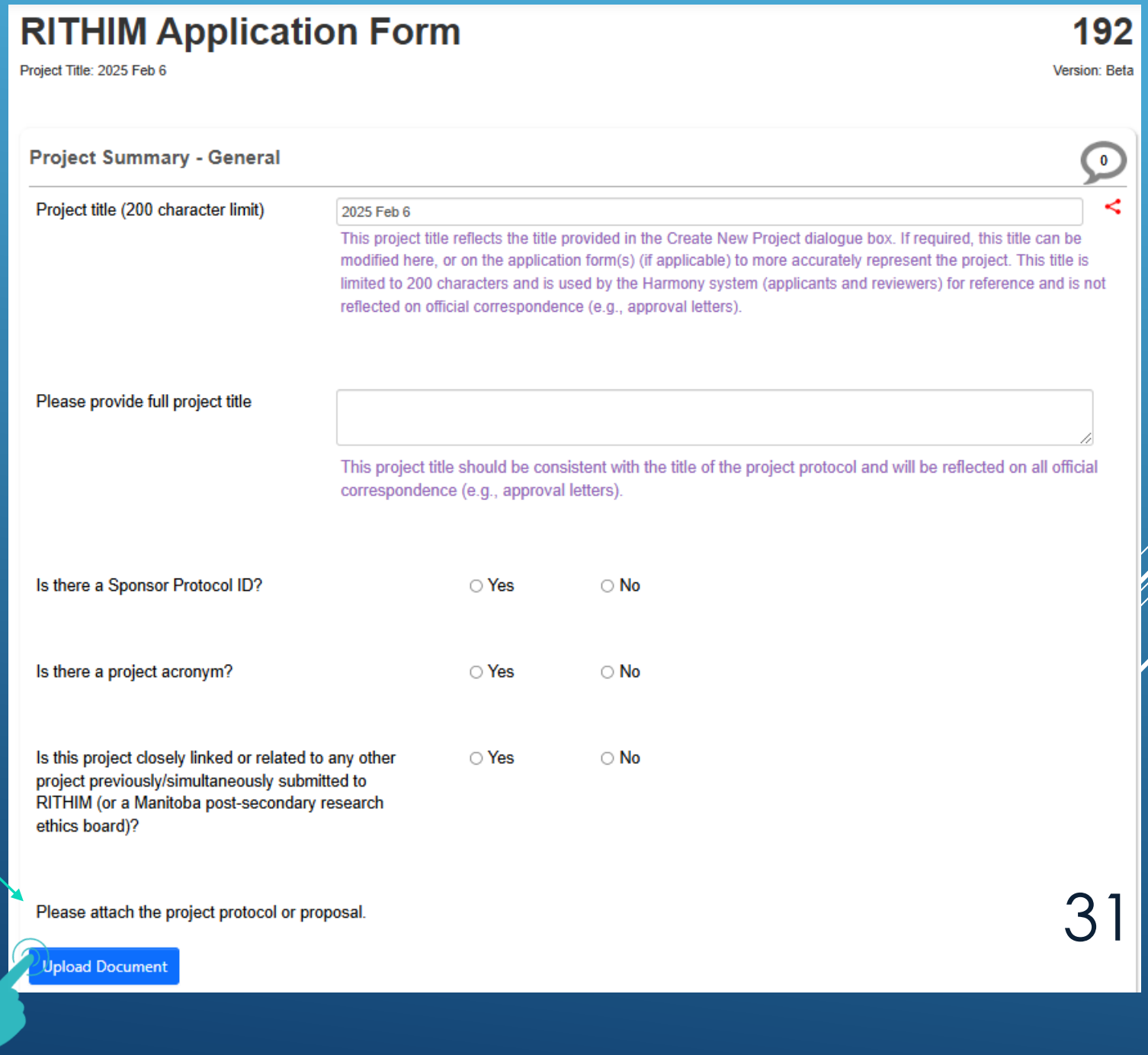
Is there a project acronym? ○ Yes ○ No

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

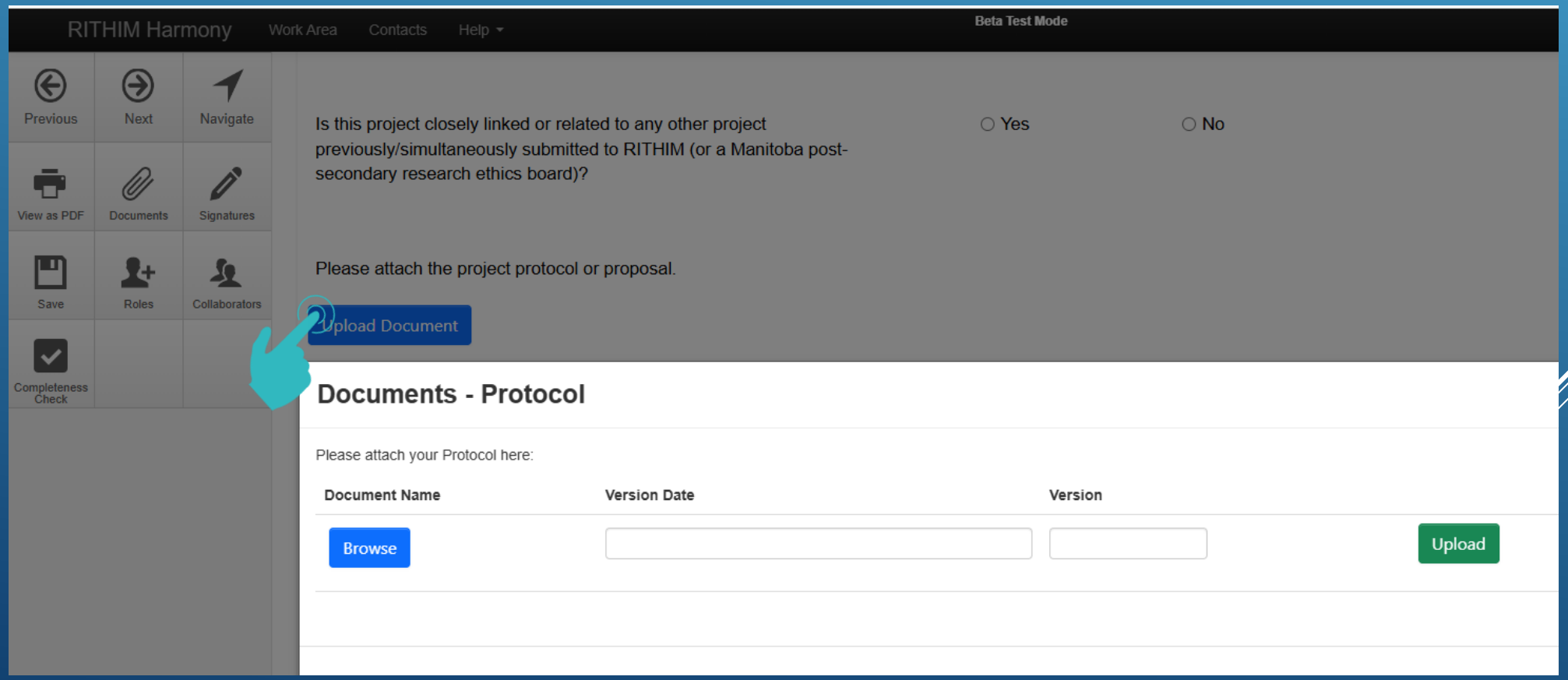
Please attach the project protocol or proposal.

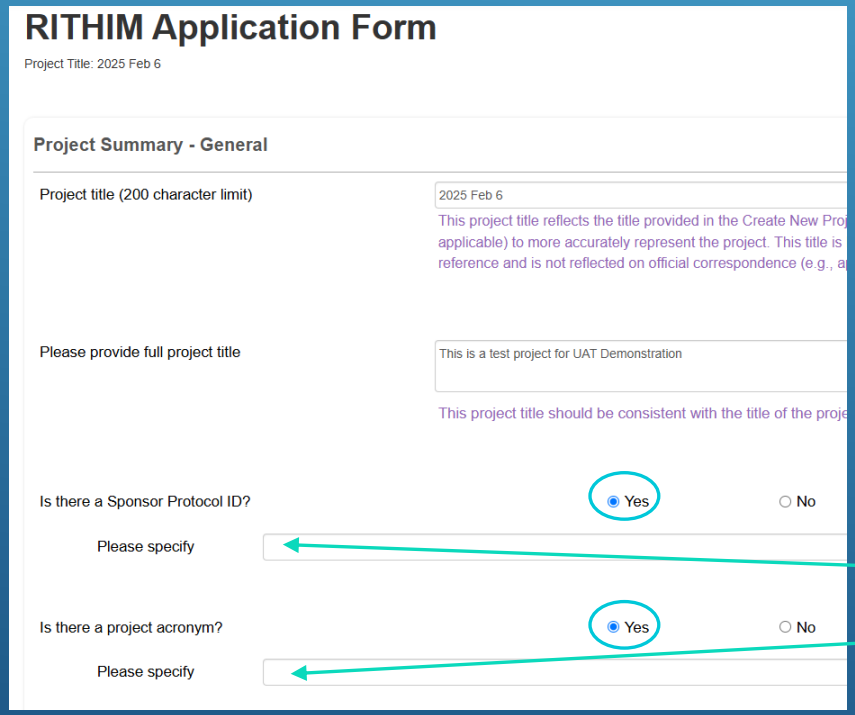
Upload Document

- 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

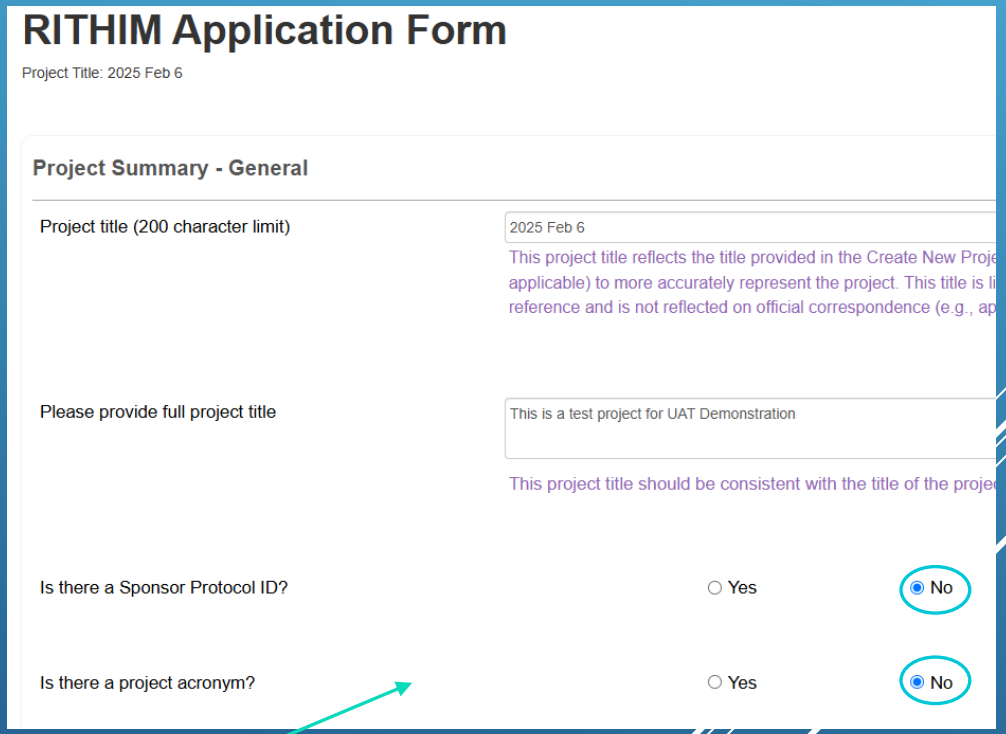


- After clicking "Upload Document" a pop-up will allow you to search your local system for a file to copy into Harmony.

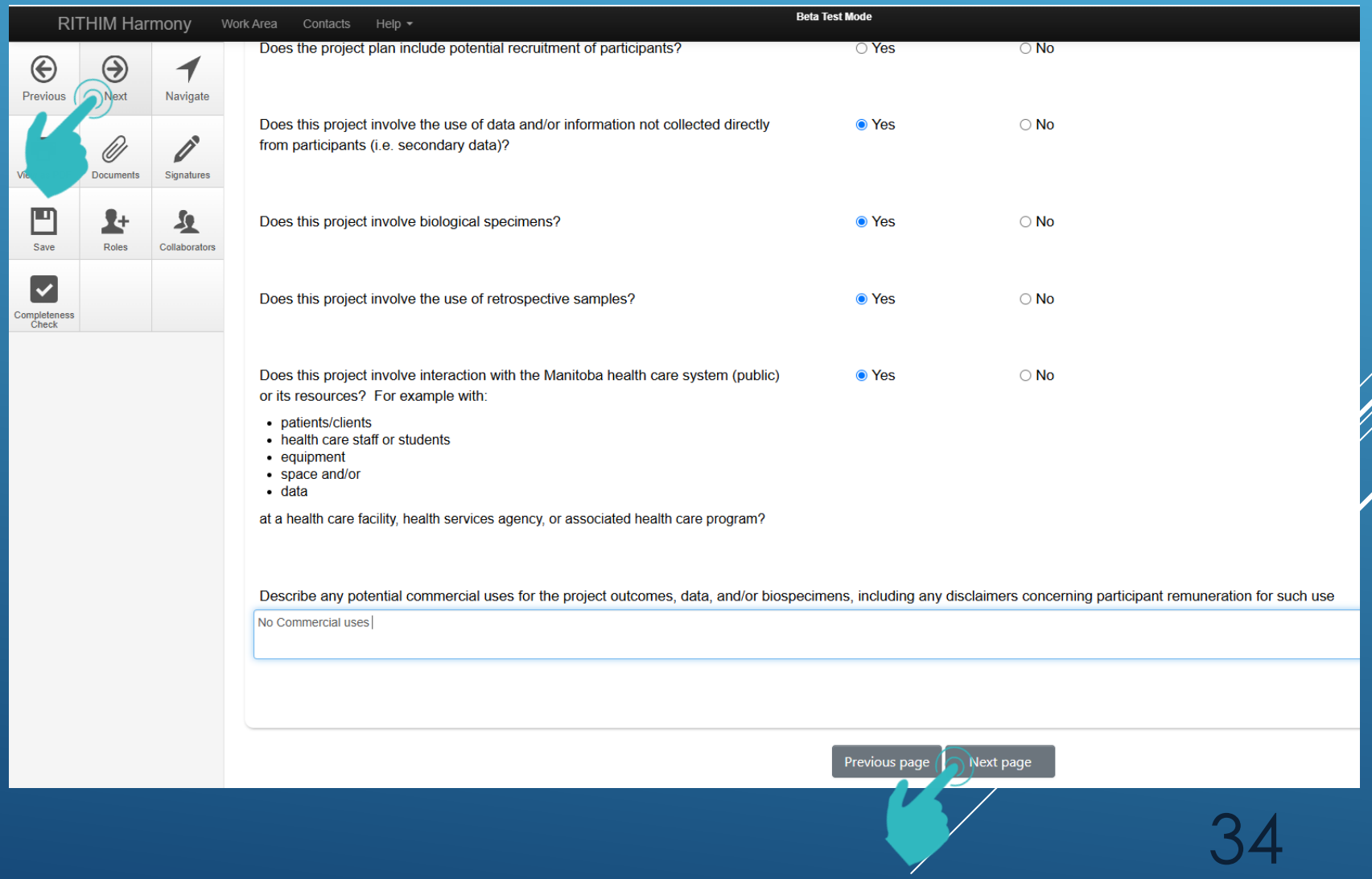




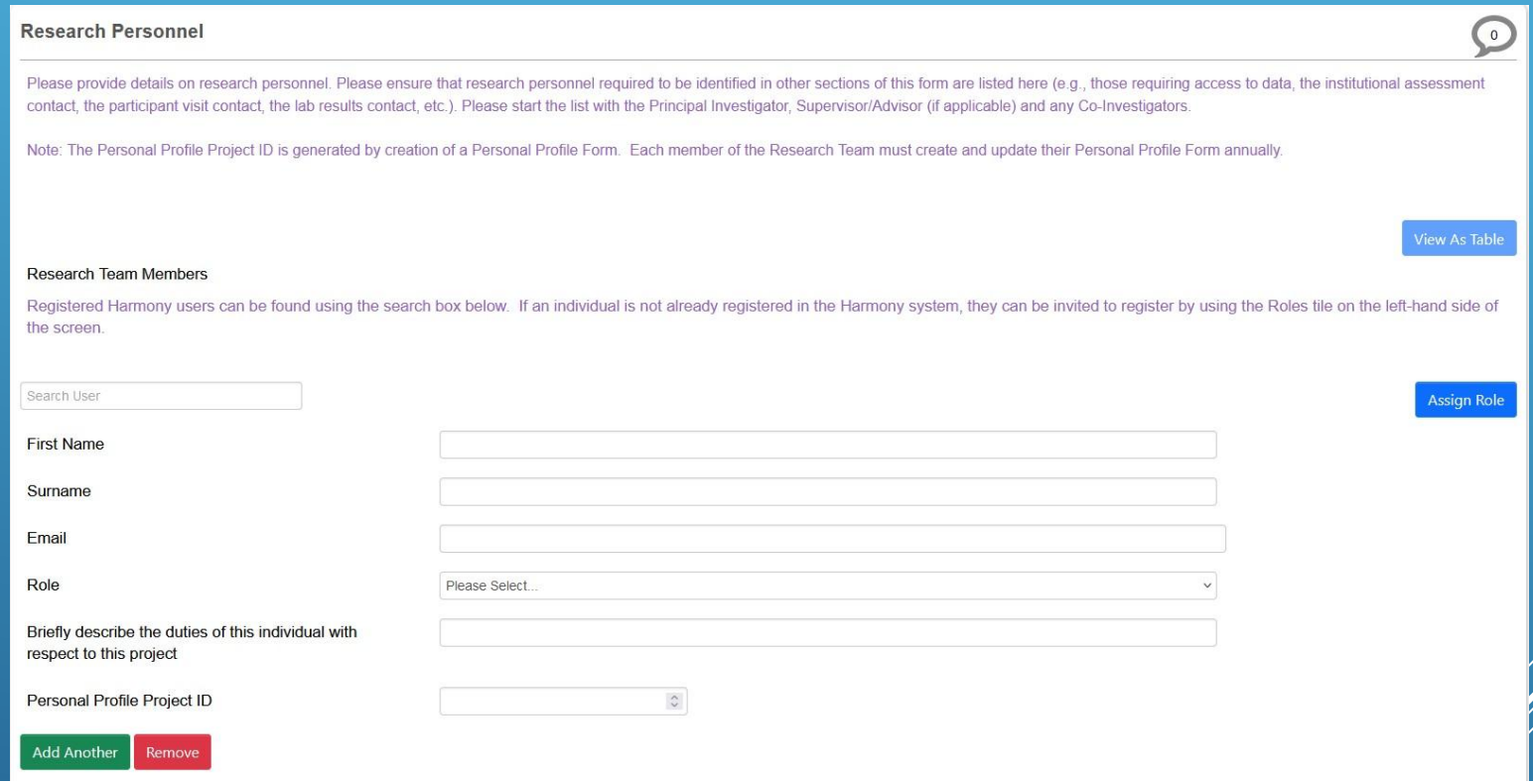
- For many questions, your answer will determine if more information is required.
- If so, additional questions will appear
- Otherwise, you will not see these additional questions



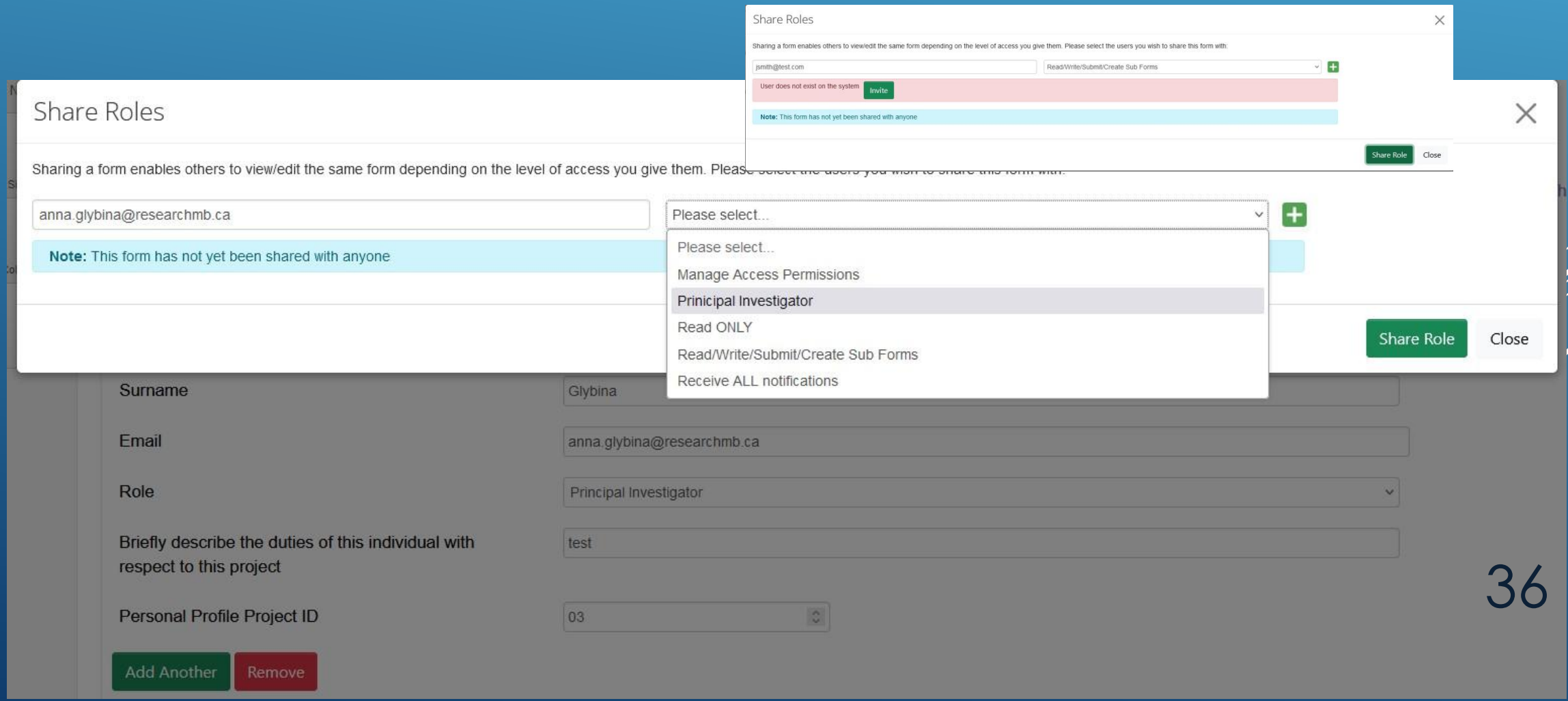
- As you complete each area of the RITHIM Application simply click the “Next” tile or “Next Page” button to move forward



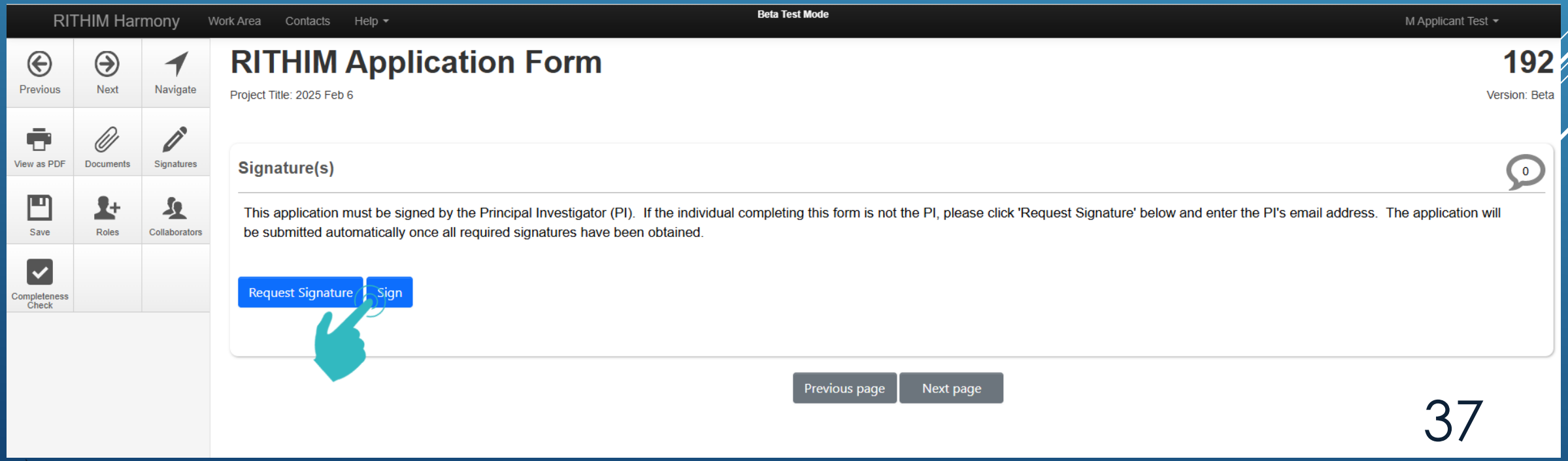
- Research Team members must be assigned.
- Existing users can be searched and details populated.



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

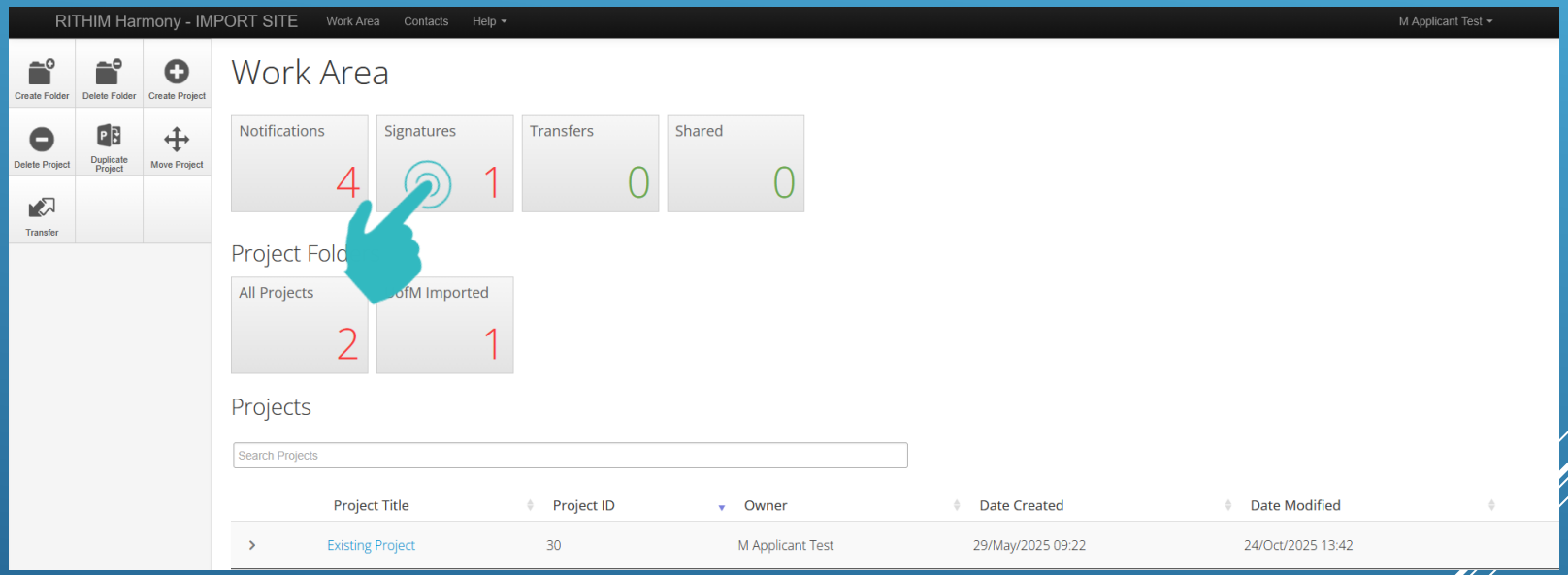


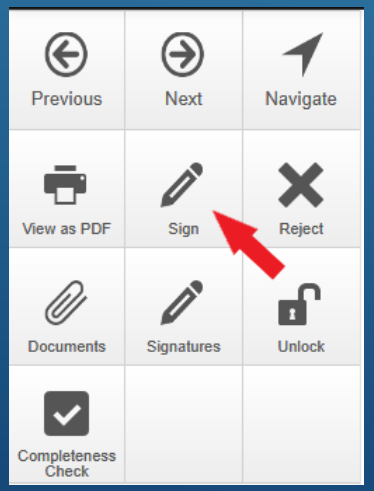
- When the application is completed and has passed the completeness check, it must be signed by the PI (or Advisor for Student PIs)



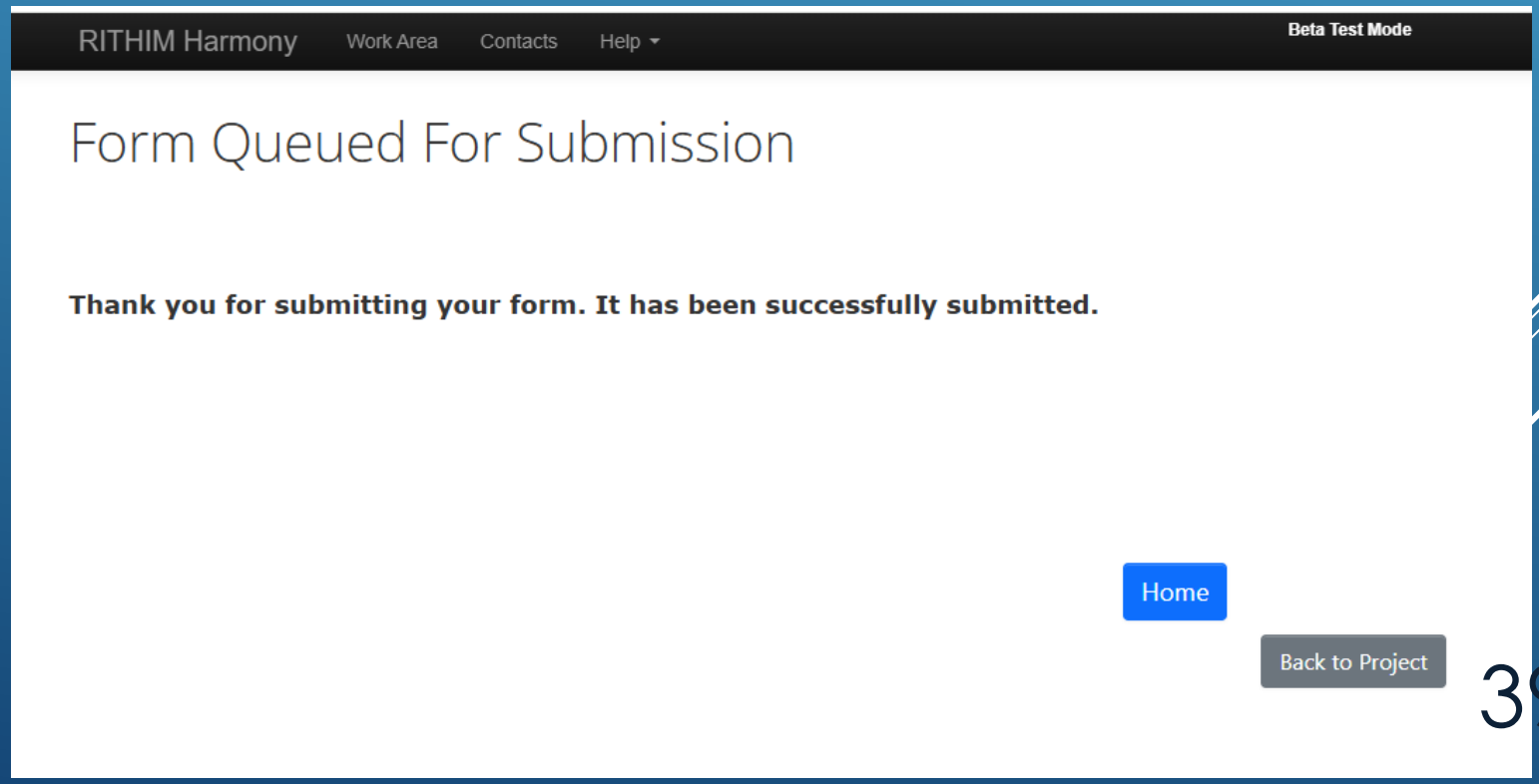
SIGNATURE REQUESTS

- 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





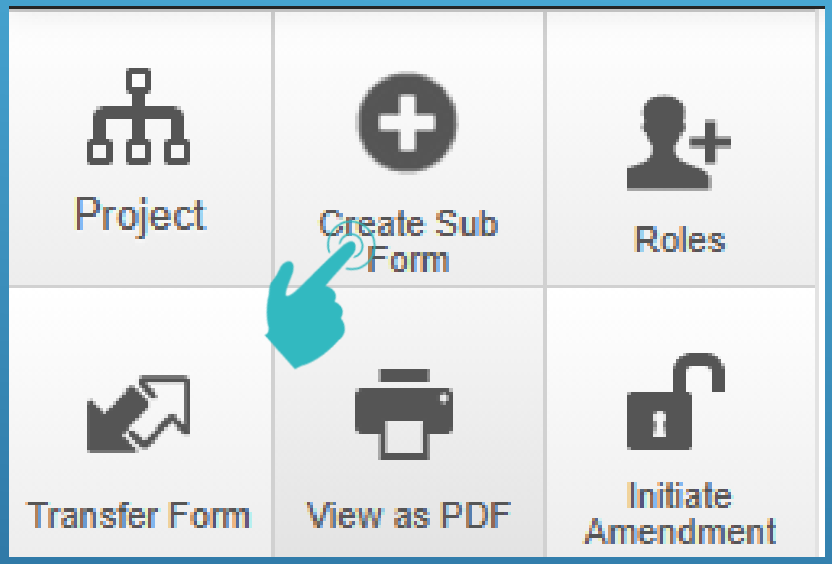
- Once Signed, your form is submitted automatically for the RITHIM Program Officer Completeness check and Review assignment.

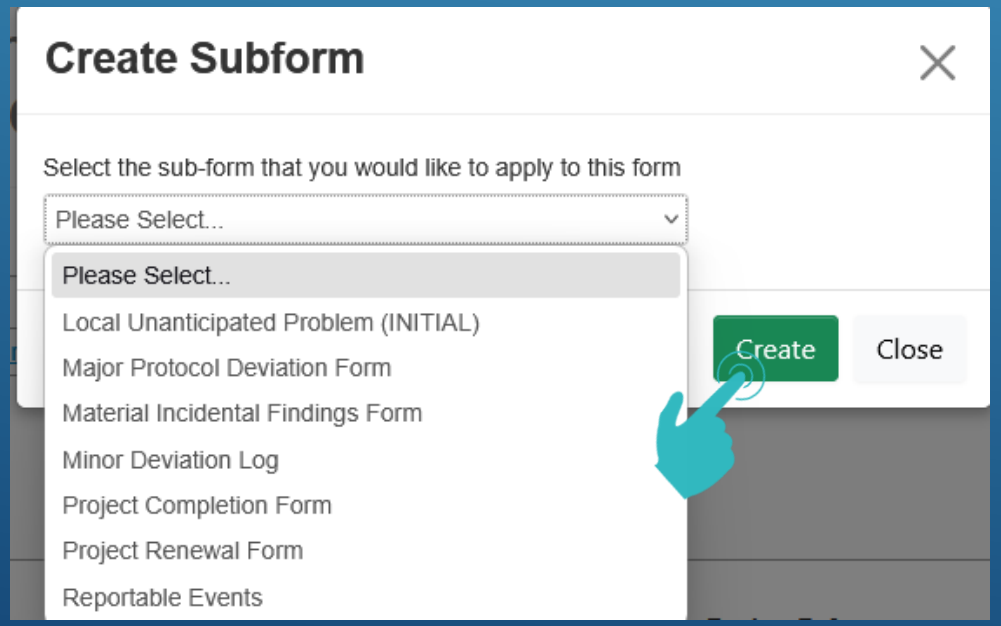


CREATING FOLLOW-ONS

- 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

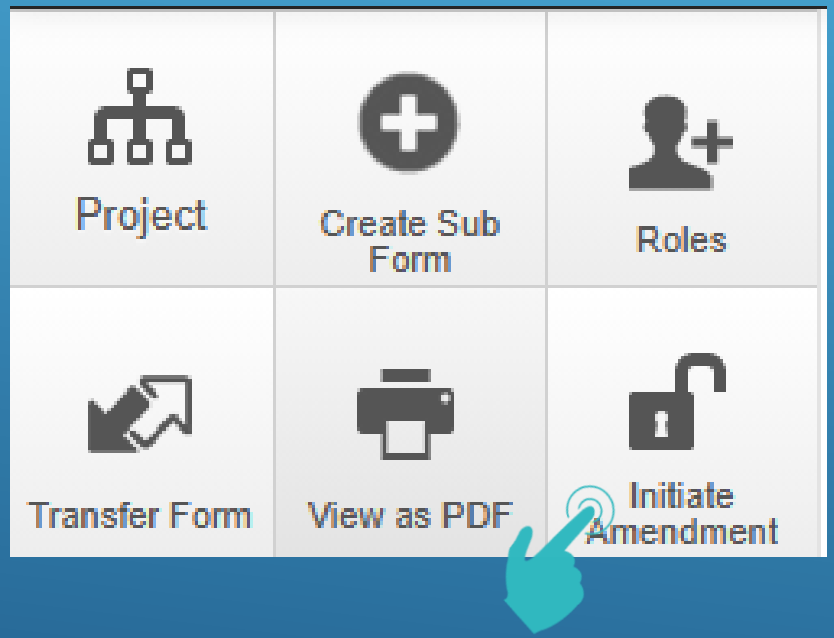
- View the form within the project that you wish to create a follow on for and click “Create Sub Form”
- Select the desired form, click “Create” and follow the instructions on the form to complete and submit (Note: only sub forms available based on form type and status will be shown)



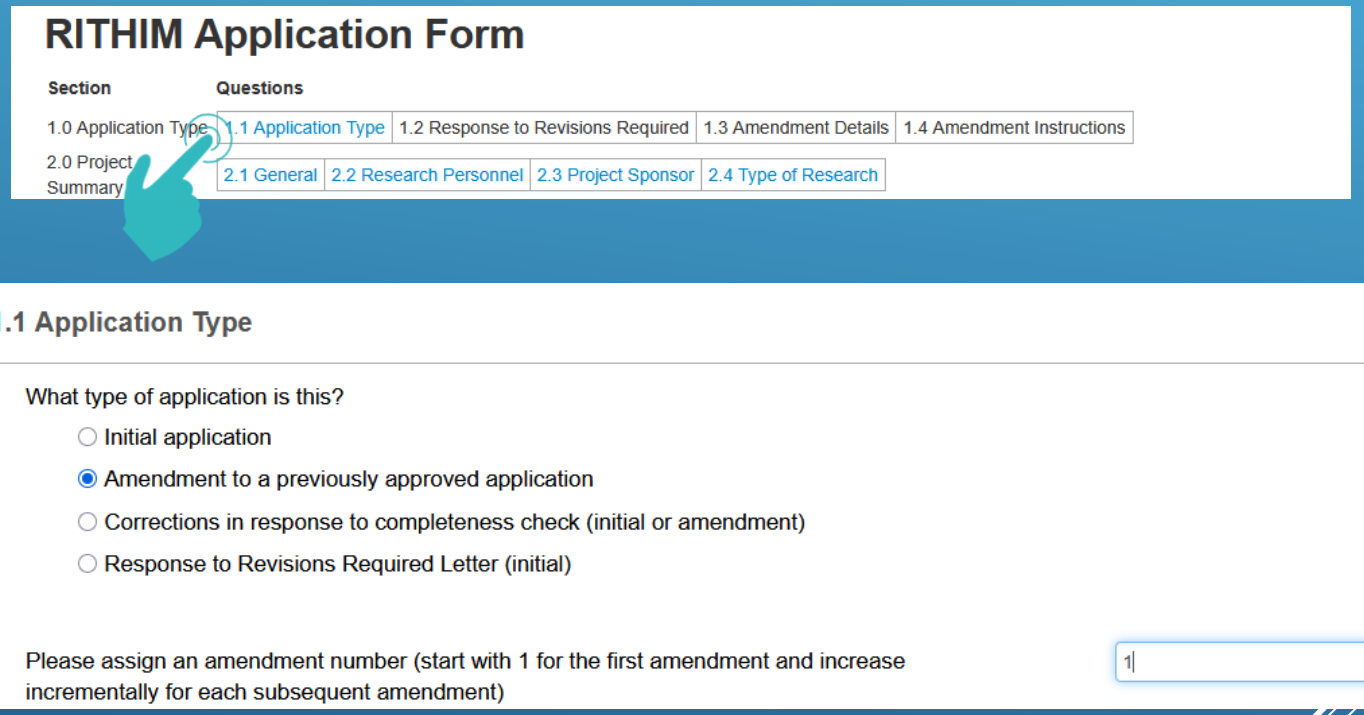


CREATING AMENDMENTS

- 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.



- 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