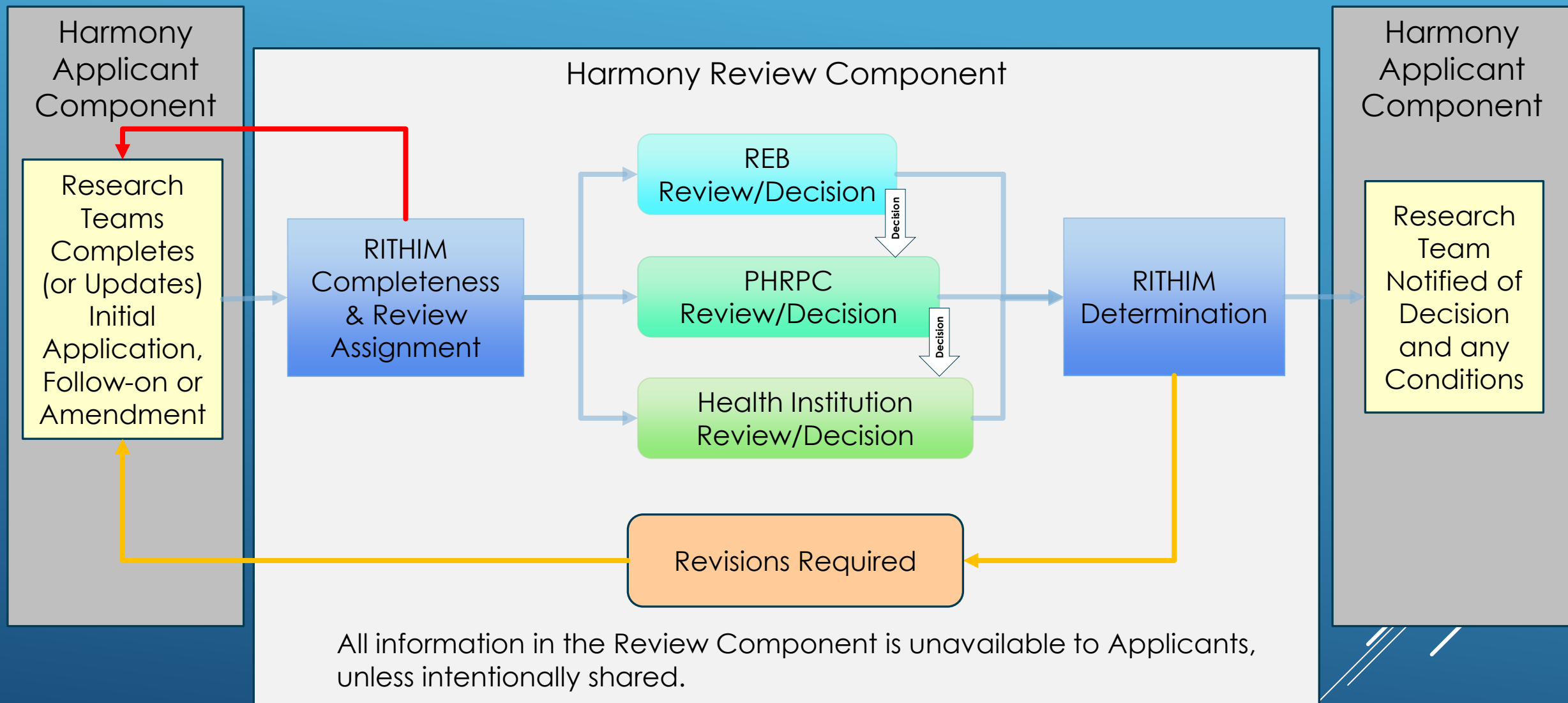


RITHIM HARMONY APPLICANT INSTRUCTION SLIDES





HIGH-LEVEL HARMONY WORKFLOW

USER REGISTRATION AND PERSONAL PROFILE

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



Log in

Email Address*

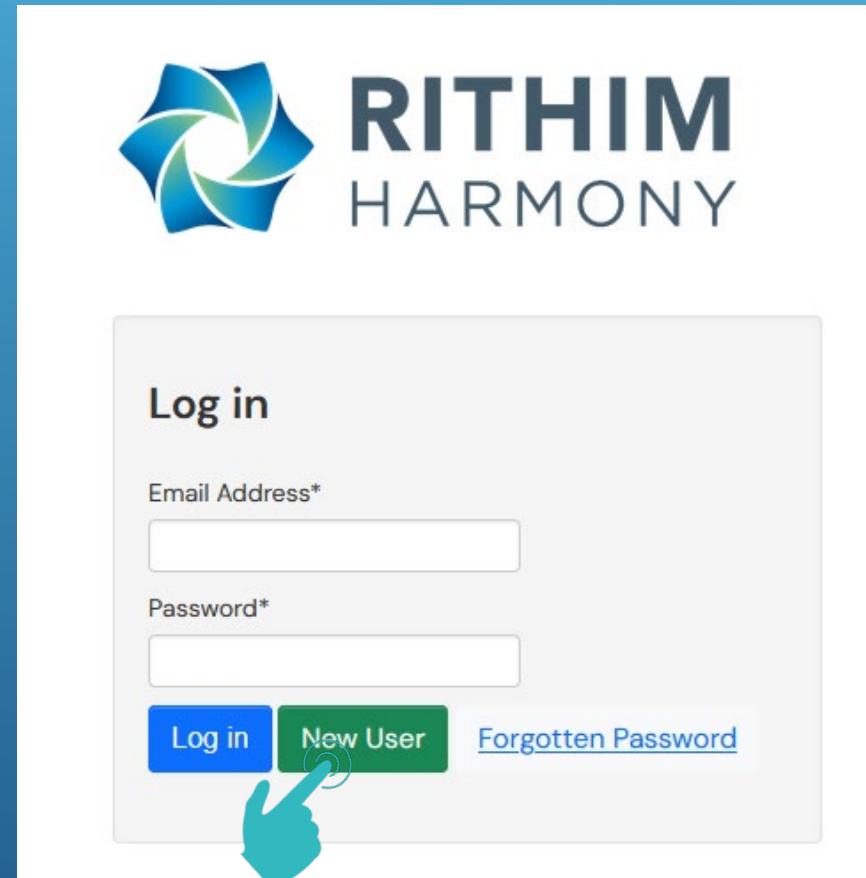
Password*

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

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

LOG INTO HARMONY



RITHIM
HARMONY

Log in

Email Address*

Password*

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

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



Log in

Email Address*

Password*

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



Work Area

Notifications 0 Signatures 0 Transfers 0 Shared 0

Projects

[Create Project](#) [Create Folder](#) [Delete Folder](#) [Delete Project](#) [Duplicate Project](#) [Move Project](#) [Transfer](#)

Project Title	Project ID	Owner	Date Created	Date Modified	Site Expiry Date
---------------	------------	-------	--------------	---------------	------------------

SUCCESSFUL LOG IN TO HARMONY

CREATE A NEW PROJECT

- ▶ 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 displays the 'Work Area' interface. On the left, there's a sidebar with icons for Notifications, Signatures, Transfers, and Shared. Below these is a 'Projects' section with a search bar and a table with columns: Project Title, Project ID, Owner, and Date Created. A red box highlights the '+ Create Project' button. A red arrow points from this button to the 'Project Title*' field in the 'Create Project' modal. The modal has a title bar with a close button. It contains a 'Project Title*' field (Max 200 characters) with the placeholder text 'LASTName, FIRSTName, Initials'. Below this is a 'Form*' dropdown menu with options: 'Please select...', 'Please select...', 'Get Started', and 'Personal Profile Form' (which is highlighted in blue). At the bottom of the modal are 'Create' and 'Close' buttons. A hand icon is shown clicking the 'Create' button.

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

LASTName, FirstName, Initial(s)
← Go Back to Work Area

Project

Project Tree

- LASTName, FirstName, Initial(s)
 - Personal Profile Form

Completeness Check Project Roles View as PDF

Navigation Documents Signatures Collaborators Submissions Site History

Personal Profile Form ☒ Show Inactive Sections

Section: Personal Profile

Questions: Details Certifications Affiliations Curriculum Vitae (CV) Other Training Signature

Overview

BASIC INFO

Project Title	LASTName, FirstName, Initial(s)
Project Id	5865
Form Title	Personal Profile Form
Status	Not Submitted
Review Reference	N/A
Last Modified	24/Jun/2026
Action Required	Yes

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

?

AT

Project

Overview

Completeness Check

Navigate

View as PDF

Documents

Signatures

Save

Roles

Collaborators

More

Personal Profile Details

0

Short title

LASTName, FIRSTName, Initial(s)

Please ensure the Personal Profile is titled as "LAST name, FIRST name" of the individual the Personal Profile is created for.

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.

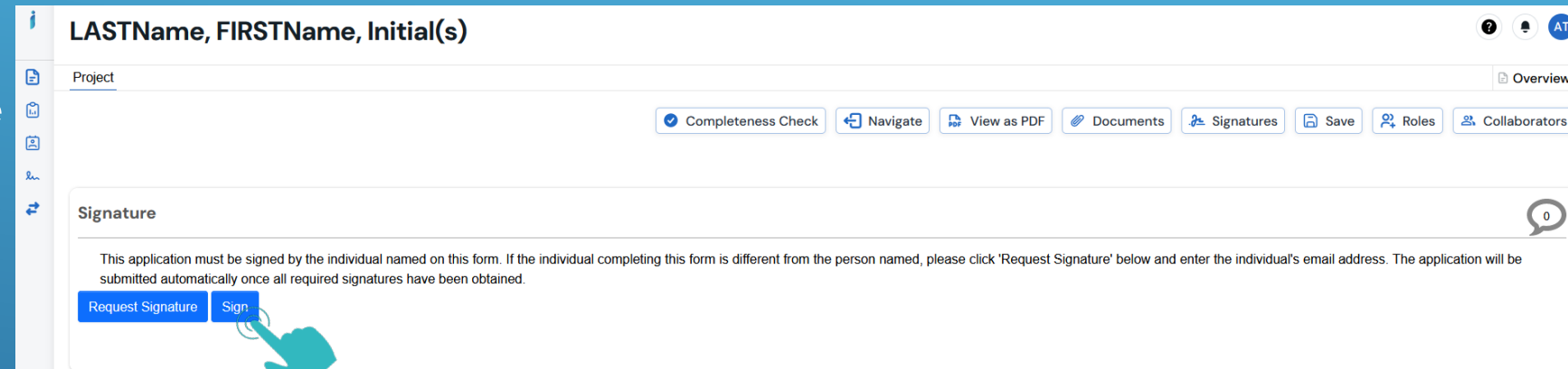
< Previous

Next >

- ▶ 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

The screenshot shows a web application interface for a 'Project' form. At the top, there's a header with a user profile 'LASTName, FIRSTName, Initial(s)' and navigation icons. Below the header, a 'Project' tab is active. A toolbar contains buttons for 'Completeness Check', 'Navigate', 'View as PDF', 'Documents', 'Signatures', 'Save', 'Roles', and 'Collaborators'. The main content area has two sections: 'Affiliations' and 'Post-Secondary Affiliations'. The 'Affiliations' section contains a question: 'Are you currently a Principal Investigator (including Student PI), Sub-Investigator, Co-Investigator, or Supervisor/Advisor on a research project?' with radio buttons for 'Yes' and 'No'. A note below states: '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.' The 'Post-Secondary Affiliations' section has a heading 'Post-Secondary Affiliations' and a prompt: 'Please identify all your post-secondary institution/department affiliations (this includes all employment relationships and student statuses)'. It features a dropdown menu for 'Institution' with the text 'Please Select...'. A 'View As Table' button is on the right. At the bottom, a green 'Add Another' button is highlighted by a hand icon. Navigation buttons '< Previous' and 'Next >' are at the very bottom.

- ▶ 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”



LASTName, FIRSTName, Initial(s)

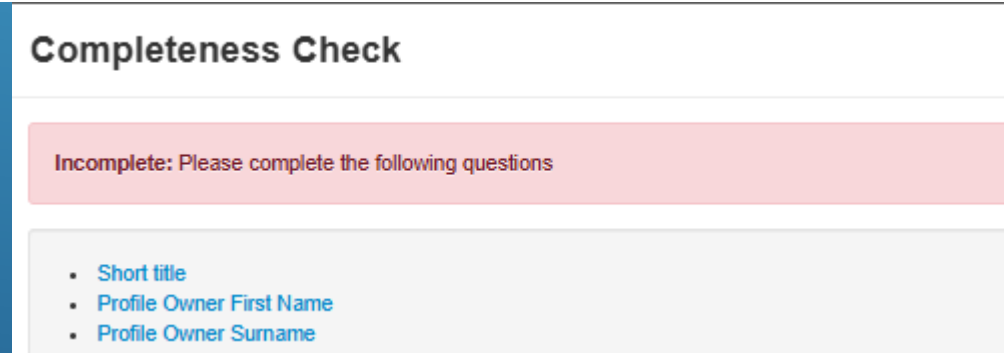
Project

Completeness Check Navigate View as PDF Documents Signatures Save Roles Collaborators

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.

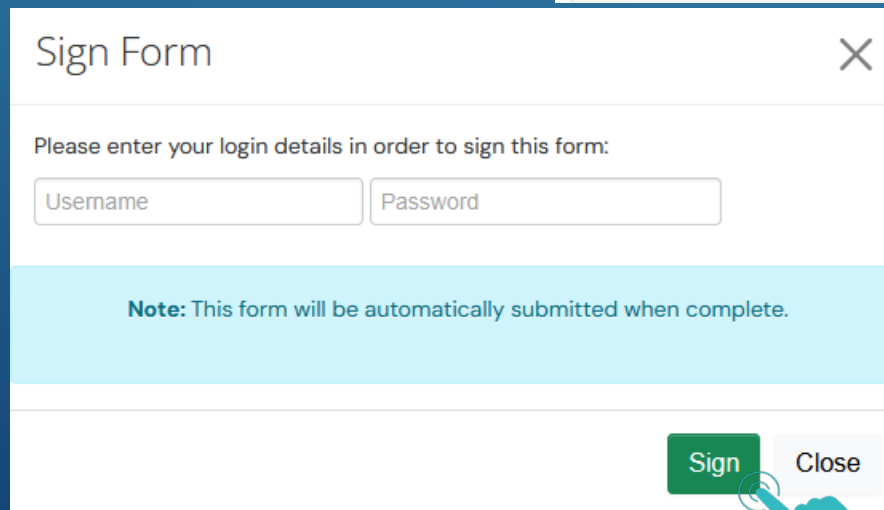
Request Signature Sign



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:

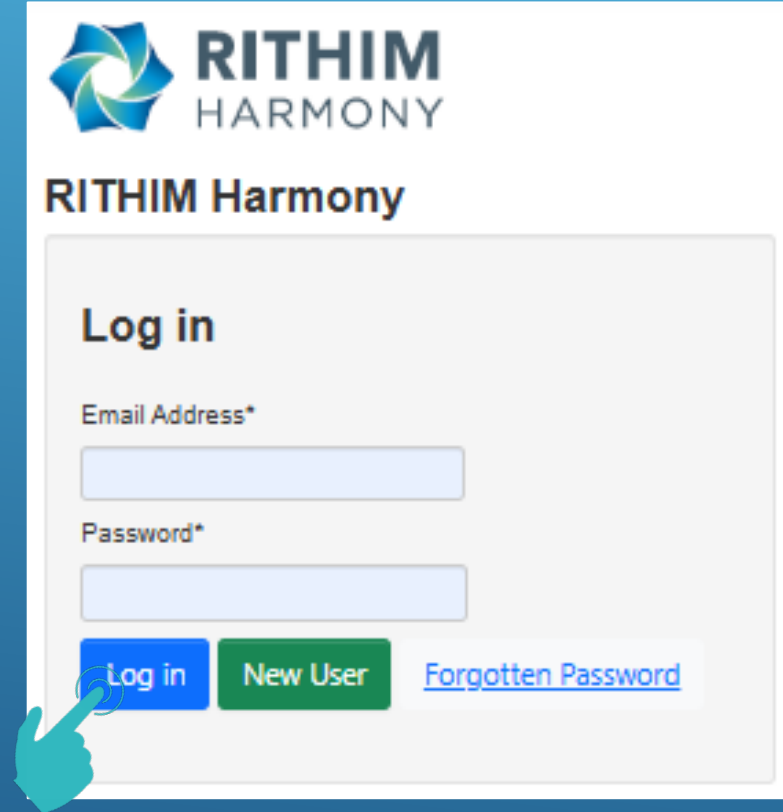
Username Password

Note: 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



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
 - ▶ If you have already created a Personal Profile as described in the previous slides, it will be listed in your 'Projects' area

The screenshot displays the 'Work Area' interface. On the left is a vertical sidebar with icons for user profile, documents, folders, people, and a refresh button. The top navigation bar includes a help icon, a notification bell, and a user profile icon labeled 'AT'. The main content area is divided into two sections: 'Work Area' and 'Projects'. The 'Work Area' section contains four cards: 'Notifications', 'Signatures', 'Transfers', and 'Shared', each with a green circular progress indicator. The 'Projects' section features a search bar labeled 'Search Projects' and a row of action buttons: '+ Create Project', 'Create Folder', 'Delete Folder', 'Delete Project', 'Duplicate Project', 'Move Project', and 'Transfer'. Below these buttons is a table header with columns: 'Project Title', 'Project ID', 'Owner', 'Date Created', 'Date Modified', and 'Site Expiry Date'.

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

Notifications: 1590

Signatures: 0

Transfers: 0

Shared: 6375

Project Folders

All Projects: 3689

Admin Archive: 33

Admin Access: 3651

UofM Imported: 1

PO Projects: 1

Projects

Search Projects

Create Project Create Folder

Project Title	Project ID	Owner
> lastName, firstName, initial(s)	5865	M Applicant Test
> Sandbox - Training Project	352	RITHIM Harmony Administrator Account
> Doe, John	1	RITHIM Harmony Administrator Account

WORK AREA

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

Notifications

Search

Received after

Received before

Display

100 notifications

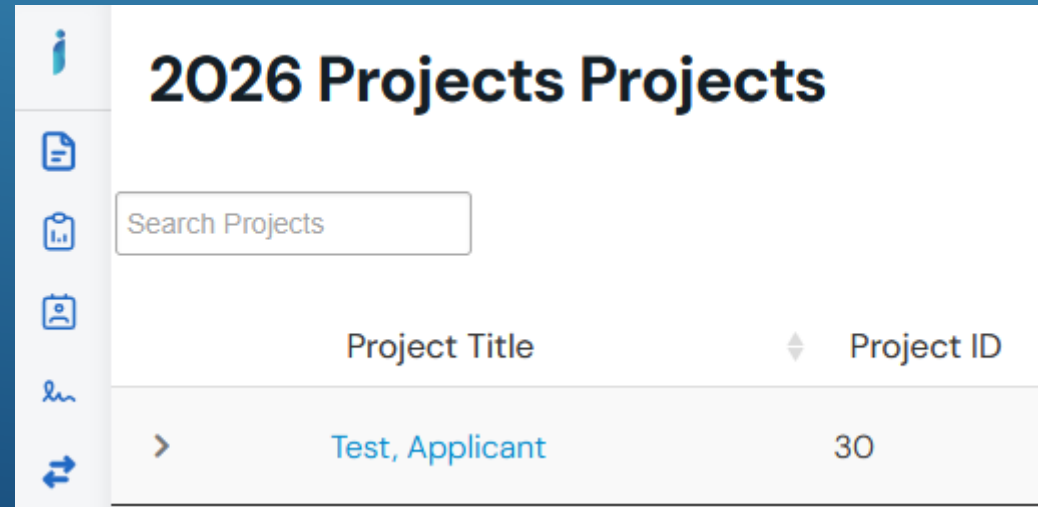
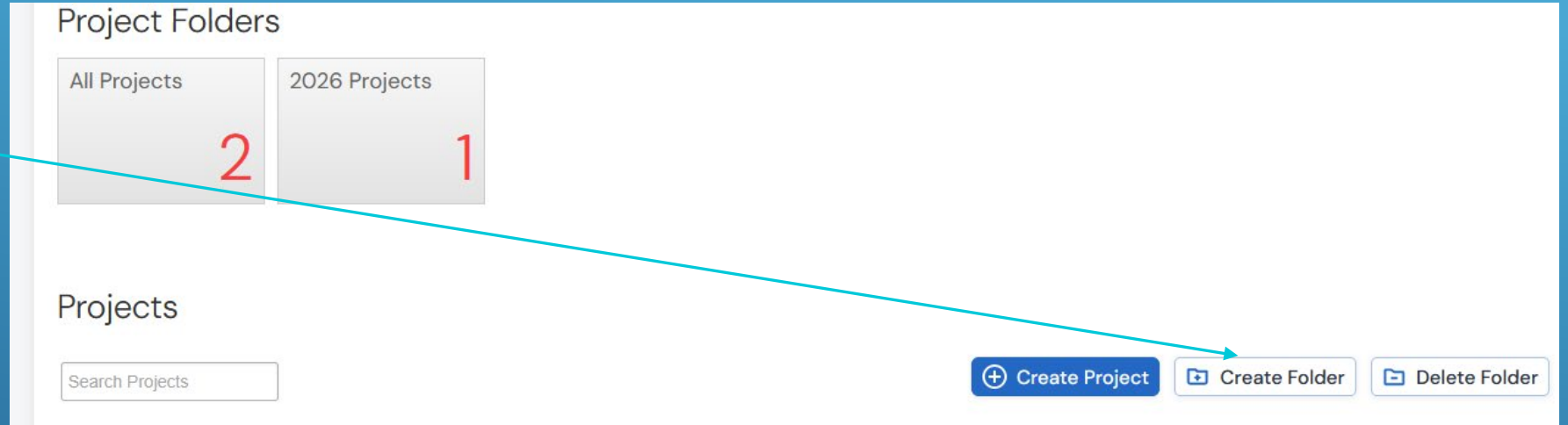
Please note that only the specified number of notifications will show after searching.

Search

☐		Message	Attachment	Project Short Title
☐	✓	RITHIM Harmony Administrator Account has assigned you a role in their project	None	Sandbox Application
☐	✓	Your Test, Applicant has been upgraded	None	Test, Applicant
☐	✓	Your Test, Applicant has been upgraded	None	Test, Applicant

WORK AREA

- ▶ Project Folders can be created or deleted as desired
- ▶ The Project Folders allows you to organize projects and view them according to that organization

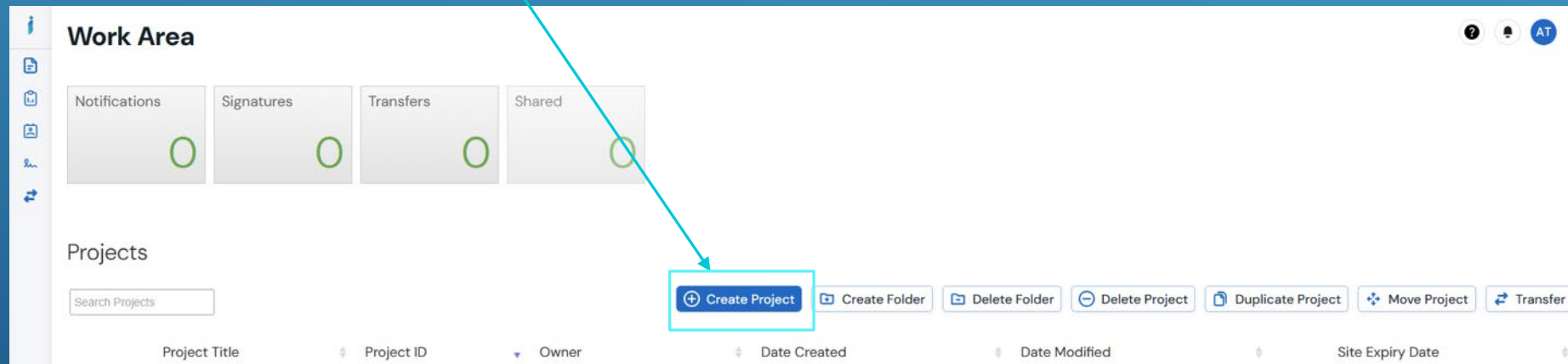


WORK AREA

CREATING A PROJECT



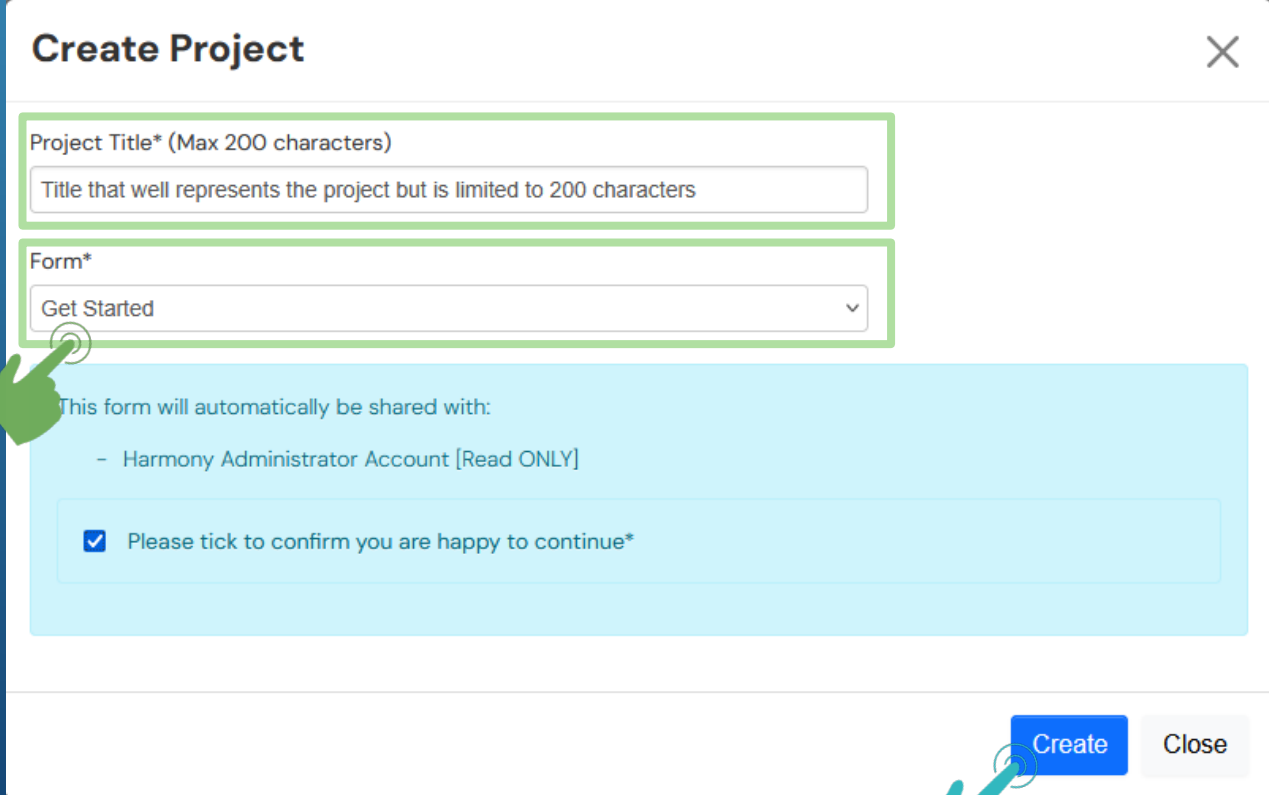
- ▶ Select the “Create Project” Action in the Work Area to start a new project



CREATE A NEW PROJECT

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

CREATE YOUR PROJECT



Create Project [X]

Project Title* (Max 200 characters)
Title that well represents the project but is limited to 200 characters

Form*
Get Started

This form will automatically be shared with:

- Harmony Administrator Account [Read ONLY]

☒ Please tick to confirm you are happy to continue*

Create Close

- ▶ A new project and project tree will be created, which contains the title provided and a new sub-form called Get Started.
- ▶ Clicking the “+” next to Overview on any form opens a side window showing details including Project ID, Form Status, and whether any actions are required on the form (clicking the blue Yes will run the completeness check and highlight any remaining actions)
- ▶ Applicants should click on the **General** Questions Page to begin.

The screenshot displays a web application interface for project management. At the top, a header bar contains a title "Title that well represents the project but is limited to 200 characters" and a "Go Back to Work Area" link. Below the header, a "Project" section shows a "Project Tree" with a single node containing the same title and a "Get Started" button. To the right of the "Project" section, an "Overview" button with a plus sign is highlighted by a red box. Below the "Project" section, a navigation bar includes tabs for "Navigation", "Documents", "Signatures", "Collaborators", "Submissions", "Site", and "History". The main content area is titled "Get Started" and features a "Questions" section with a "General" button highlighted by a red circle and a hand icon. The "Overview" side window is open on the right, displaying "BASIC INFO" for the project, including the title, project ID (5866), form title (Get Started), status (Not Submitted), review reference (N/A), last modified date (July 2026), and action required (Yes).

Project Tree

- [-] Title that well represents the project but is limited to 200 characters
 - Get Started

Overview

BASIC INFO

Project Title	Title that well represents the project but is limited to 200 characters
Project Id	5866
Form Title	Get Started
Status	Not Submitted
Review Reference	N/A
Last Modified	July 2026
Action Required	Yes

- ▶ 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”

General

Project title (200 character limit)

Title that well represents the project but is limited to 200 characters

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).

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 was imported from the University of Manitoba Bannatyne Research Ethics Boards and needs to be validated (Pre-populated selection only, not for creation of new applications)
- ☐ This project exists outside the Harmony system and needs to be established in Harmony

< Previous

Next >



RITHIM Harmony

24
July 2026



- ▶ Once your Get Started and Personal Profile Forms 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 “Title that well represents the project but is limited to 200 characters”)

Work Area

Notifications

3

Signatures

0

Transfers

0

Shared

0

All Projects

3

2026 Projects

1

Create Project

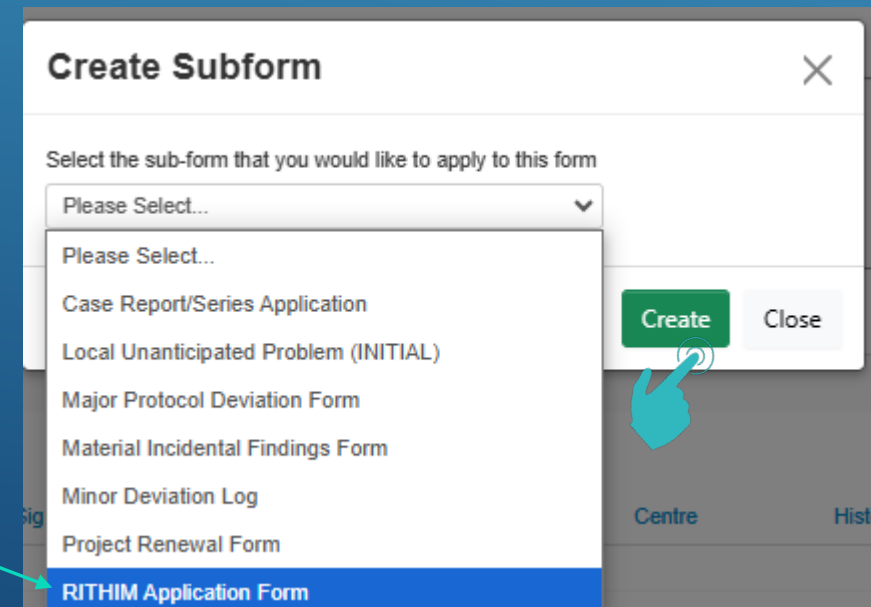
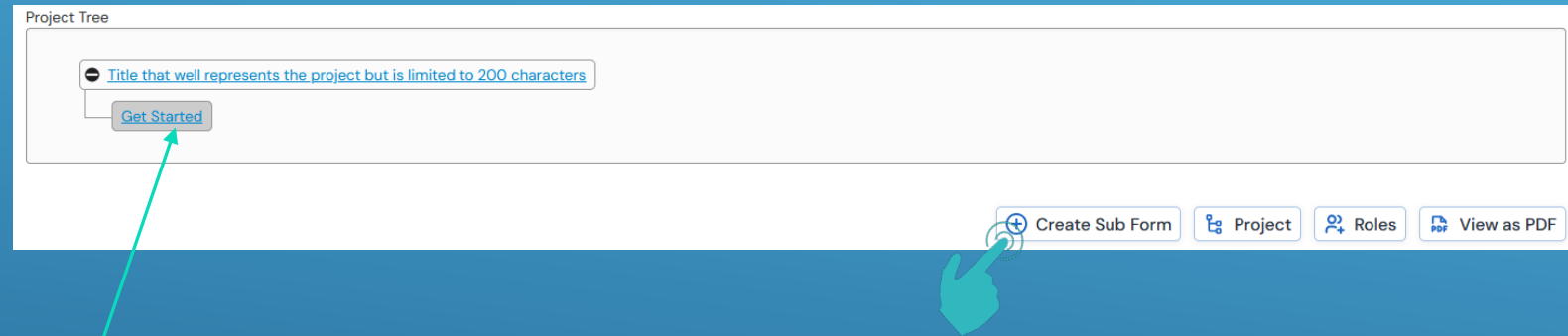
Create Folder

Delete Folder

Delete Project

Duplicate

- ▶ Everything for the project created, will exist in a project tree structure under the Project Title (e.g Title that well represents...)
- ▶ 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”

Project Tree

- [-] Title that well represents the project but is limited to 200 characters
 - [-] Get Started
 - RITHIM Application Form

☒ Completeness Check
 ☐ Project
 ☐ Duplicate Form
 ☐ Delete Form
 ☐ Roles
 ☐ Transfer Form
 ☐ View as PDF

Navigation
 Documents
 Signatures
 Collaborators
 Submissions
 Site
 History

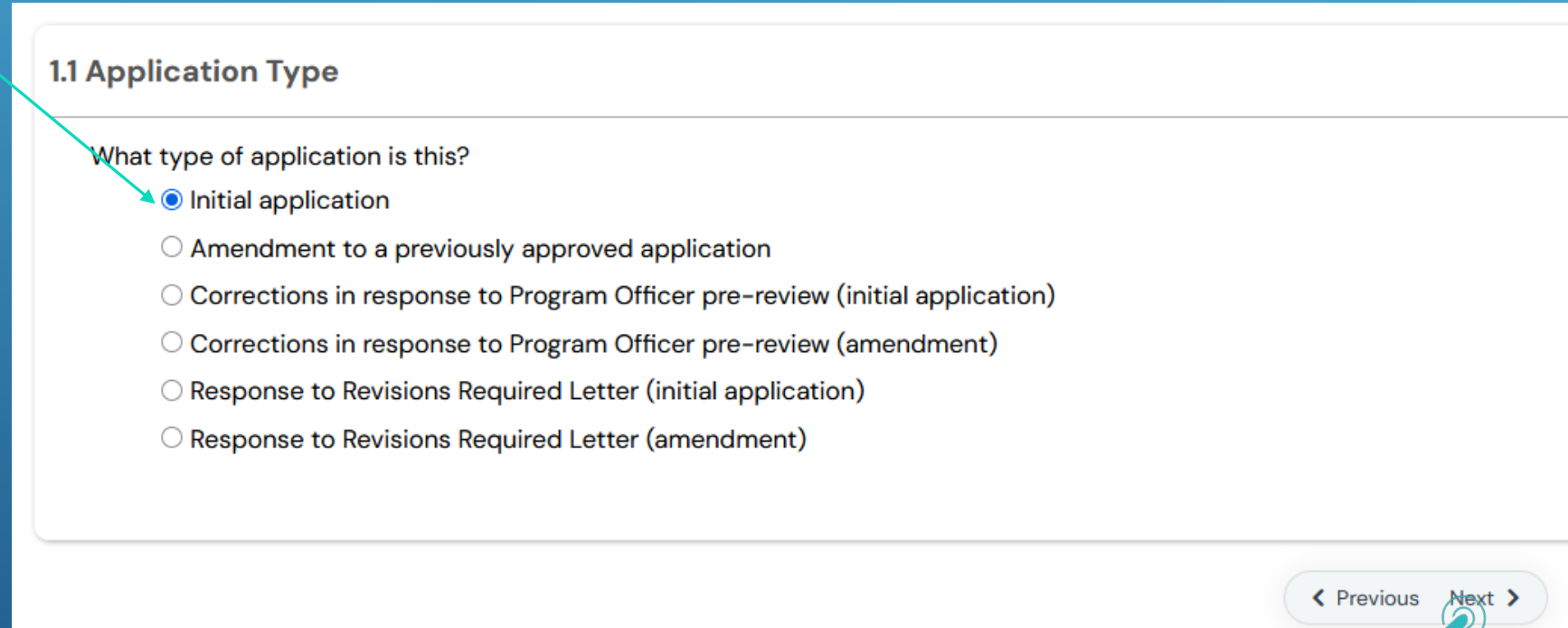
RITHIM Application Form

☒ Show Inactive Sections

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
3.0 Project Context	3.1 Multi-Centre Projects 3.2 Sites Under the Authority of the Local PI 3.3 Scientific Review 3.4 Indigenous Populations 3.5 Funding
4.0 Project Design	4.1 Project Design 4.2 Project Population 4.3 Data Analysis 4.4 Patient & Public Engagement 4.5 Incidental Findings 4.6 Project Dissemination
5.0 Data Management	5.1 Data Collection 5.2 Data Collection Tools 5.3 Secondary Data 5.4 Data Flow 5.5 Data Access 5.6 Data Storage & Security
6.0 Participants	6.1 General 6.2 Recruitment 6.3 Recruitment & Participant Facing 6.4 Participant Costs & 6.5 Consent 6.6 Interventions & Regulatory 6.7 Products/ Devices/ 6.8 Benefits & Risks/ 6.9 Participant 6.10 Feedback to Participants 6.11 Participant Withdrawal

- ▶ Select Initial Application and Click “Next”

- ▶ 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



1.1 Application Type

What type of application is this?

- ☒ Initial application
- ☐ Amendment to a previously approved application
- ☐ Corrections in response to Program Officer pre-review (initial application)
- ☐ Corrections in response to Program Officer pre-review (amendment)
- ☐ Response to Revisions Required Letter (initial application)
- ☐ Response to Revisions Required Letter (amendment)

< Previous Next >

► 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.

Completeness CheckProjectDuplicate FormDelete FormRolesTransfer FormView as PDF

NavigationDocumentsSignaturesCollaboratorsSubmissionsSiteHistory

RITHIM Application Form

Show Inactive Sections

Section	Questions
1.0 Application Type	1.1 Application Type1.2 Response to Revisions Required1.3 Amendment Details1.4 Amendment Instructions
2.0 Project Summary	2.1 General2.2 Research Personnel2.3 Project Sponsor2.4 Type of Research
3.0 Project Context	3.1 Multi-Centre Projects3.2 Sites Under the Authority of the Local PI3.3 Scientific Review3.4 Indigenous Populations3.5 Funding
4.0 Project Design	4.1 Project Design4.2 Project Population4.3 Data Analysis4.4 Patient & Public Engagement4.5 Incidental Findings4.6 Project Dissemination
5.0 Data Management	5.1 Data Collection5.2 Data Collection Tools5.3 Secondary Data5.4 Data Flow5.5 Data Access5.6 Data Storage & Security
6.0 Participants	6.1 General6.2 Recruitment6.3 Recruitment & Participant Facing Materials6.4 Participant Costs & Remuneration6.5 Consent6.6 Interventions & Regulatory6.7 Products/ Devices/ Procedures6.8 Benefits & Risks/Harm6.9 Participant Safety6.10 Feedback to Participants6.11 Participant Withdrawal
7.0 Specimen Management	7.1 Specimen Collection7.2 Shared Health Pathology7.3 Specimen Analysis7.4 Central Lab Specimens7.5 Specimen Storage7.6 Specimen Transfer
8.0 Health System Services	8.1 Service Areas8.2 Service Area Training8.3 Inpatient/ Outpatient Care8.4 Cardiology/ Neurology8.5 Radiology8.6 CancerCare Manitoba (CCMB)8.7 CCMB Manitoba Tumour Bank8.8 Additional Services8.9 Project Contacts for the Health System
9.0 Additional Attachments	9.1 Additional Attachments
10.0 Signature(s)	10.1 Signature(s)

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

?

AT

Project

Overview

Completeness Check

Navigate

View as PDF

Documents

Signatures

Save

Roles

Collaborators

2.1 Project Summary – General

0

Project title (200 character limit)

Title that well represents the project but is limited to 200 characters

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

Please identify the Principal Investigator

< Previous

Next >

- ▶ 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.

Please attach the project protocol or proposal.
Additional protocol documents (e.g., appendices) can be uploaded here by clicking the Upload Document button for each.

Upload Document

Documents – Protocol [X]

Please attach your Protocol here:

Document Name	Version Date	Version
Browse		

[Close]

Title that well represents the project but is limited to 200 characters

Project

Completeness Check Navigate

2.1 Project Summary – General

Project title (200 character limit)

Title that well represents the project but is limited to 200 characters

This project title reflects the title provided in the Create New Project dialog accurately represent the project. This title is limited to 200 characters and is correspondence (e.g., approval letters).

Please provide full project title

This project title should be consistent with the title of the project protocol

Is there a Sponsor Protocol ID?

☒ Yes ☐ No

Please specify

Is there a project acronym?

☒ Yes ☐ No

Please specify

< Previous Next >

► 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

Title that well represents the project but is limited to 200 characters

Project

Completeness Check Navigate

2.1 Project Summary – General

Project title (200 character limit)

Title that well represents the project but is limited to 200 characters

This project title reflects the title provided in the Create New Project dialog accurately represent the project. This title is limited to 200 characters and is correspondence (e.g., approval letters).

Please provide full project title

This project title should be consistent with the title of the project protocol

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

Title that well represents the project but is limited to 200 characters

Project

✓ Completeness Check

↩ Navigate

📄 View as PDF

📁 Documents

✍ Signatures

Does this project involve the use of data and/or information not collected directly from participants (i.e. secondary data such as administrative data, data from medical records, etc.)?

☐ Yes☐ No

Does this project involve biological specimens?

☐ 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?

☐ Yes☐ No

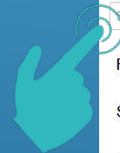
Describe any potential commercial uses for the project outcomes, data, and/or biospecimens, including any disclaimers concerning participant remuneration for such use

< Previous

Next >



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



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

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

Personal Profile Project ID

[Assign Role](#)

Applicant Test(applicant.rm.test@gmail.com)

First Name

Surname

Email

Role

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

Personal Profile Project ID

[Add Another](#)

- ▶ Role permissions can be assigned using “Assign Role” button
- ▶ The desired permissions can then be assigned. Combinations of access can be given to the same user by using the green “+” in the pop-up

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.

Reviewer Test(reviewer.rm.test@gmail.com)

First Name: Reviewer

Surname: Test

Email: reviewer.rm.test@gmail.com

Role: Co-Investigator

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

Assign Role

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:

reviewer.rm.test@gmail.com

Name	Role
RITHIM Harmony Administrator Account	Read ONLY

Please select...

- Please select...
- Manage Access Permissions
- Principal Investigator
- Read ONLY
- Read/Write/Submit/Create Sub Forms
- Receive ALL notifications

Share Role **Close**

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

Title that well represents the project but is limited to 200 characters

Project

✓ Completeness Check

↩ Navigate

PDF View as PDF

📎 Documents

✍ Signatures

💾 Save

👤 Roles

👤 C

10.1 Signature(s)

This application must be signed by the Principal Investigator. 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

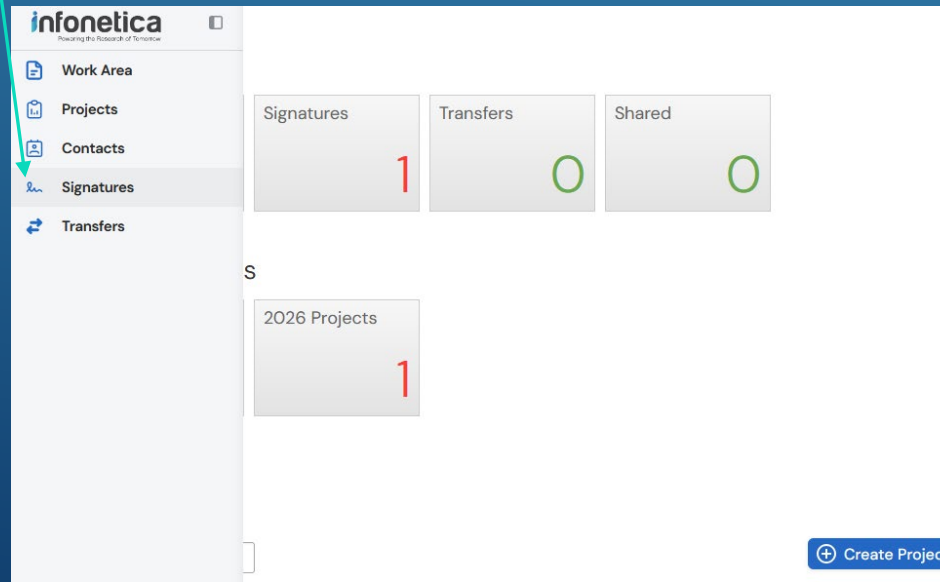
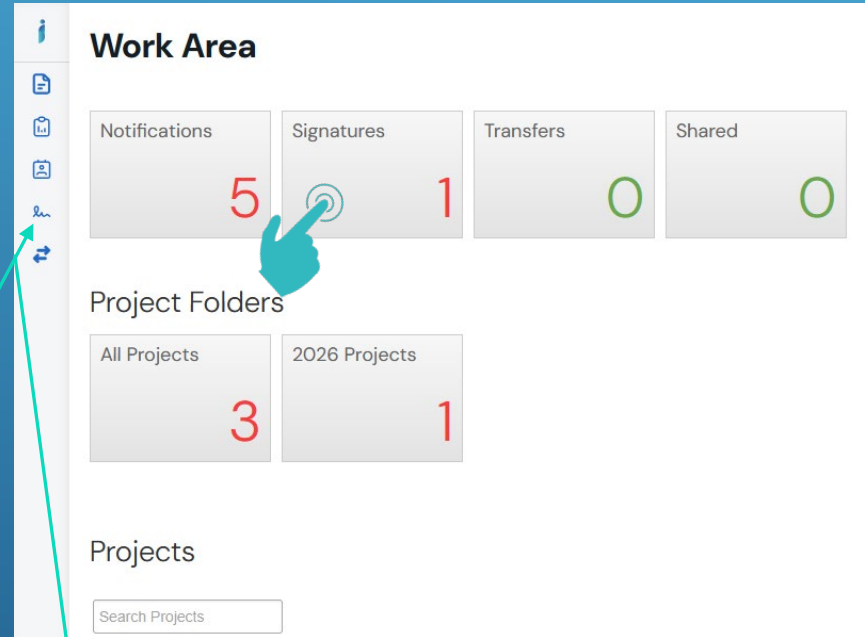
Sign



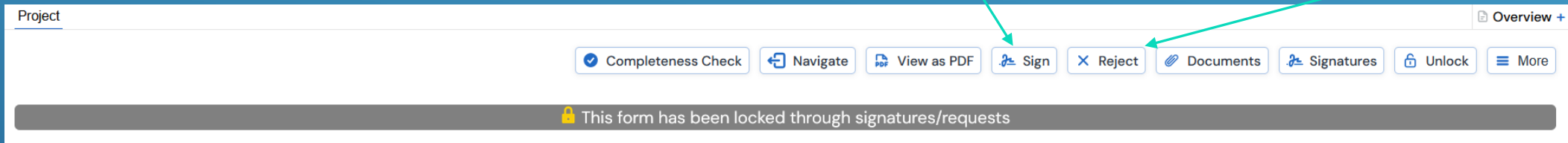
< Previous Next >

SIGNATURE REQUESTS

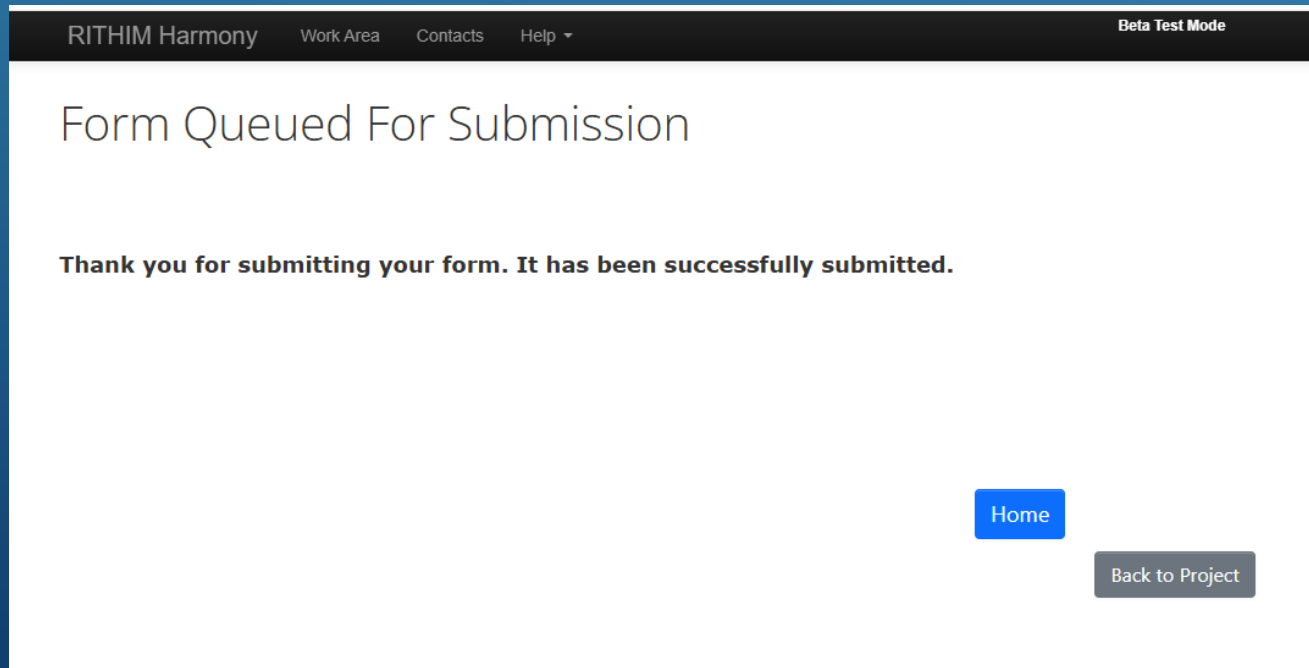
- ▶ If the “Request Signature” function is used, the PI or Advisor will receive a notification on the Signatures tile of their Work Area
- ▶ Signature requests can also be accessed from the sidebar menu
- ▶ Clicking either will open the signature request list where the PI will click the desired project



- ▶ Once the form has been reviewed, the PI will use either the “Sign” or “Reject” visible at the top of the screen while viewing the form to accept and submit the form, or reject and return for further work



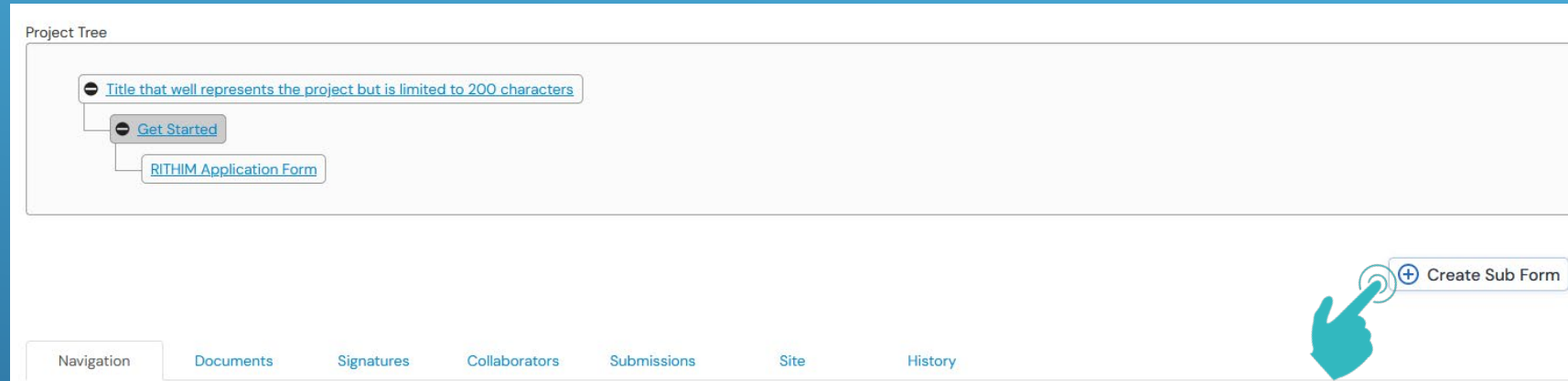
- ▶ Once Signed, your form is submitted automatically for the RITHIM Program Officer pre-review check and Review assignment.



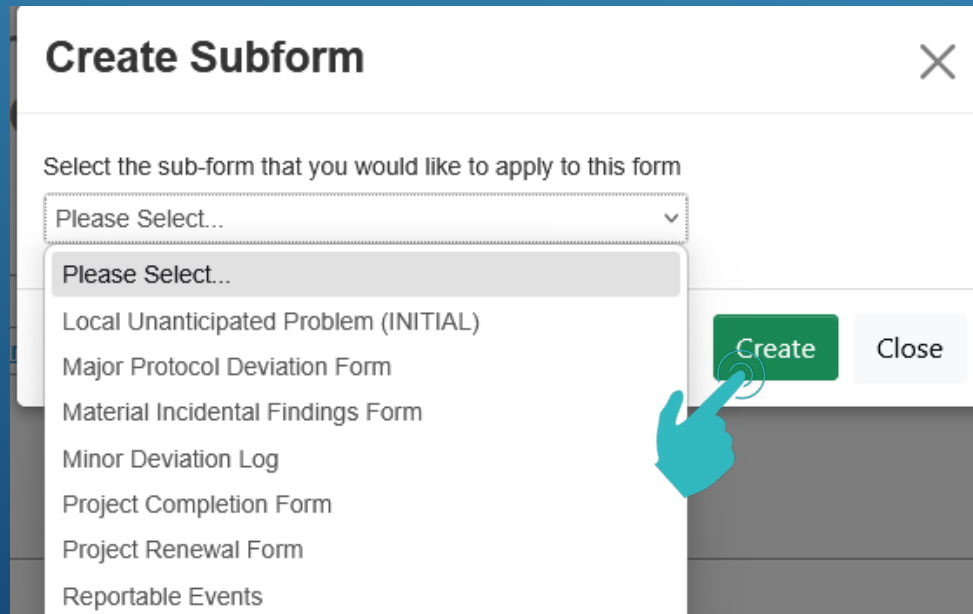
CREATING FOLLOW-ONS

- ▶ 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)



The screenshot shows a 'Project Tree' interface. At the top, there is a text input field with the placeholder text 'Title that well represents the project but is limited to 200 characters'. Below this, there is a 'Get Started' button and a 'RITHIM Application Form' link. On the right side, there is a '+ Create Sub Form' button, which is highlighted by a hand icon. At the bottom, there is a navigation bar with tabs: 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Site', and 'History'.



The screenshot shows a 'Create Subform' dialog box. It has a title bar with a close button (X). The main content area says 'Select the sub-form that you would like to apply to this form'. Below this is a dropdown menu with 'Please Select...' as the selected option. A list of sub-forms is displayed below the dropdown: 'Please Select...', 'Local Unanticipated Problem (INITIAL)', 'Major Protocol Deviation Form', 'Material Incidental Findings Form', 'Minor Deviation Log', 'Project Completion Form', 'Project Renewal Form', and 'Reportable Events'. At the bottom right, there are two buttons: 'Create' (highlighted by a hand icon) and 'Close'.

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.

The screenshot displays the RITHIM Harmony application interface. At the top, a navigation bar includes a 'Get Started' button and a 'RITHIM Application Form' link. Below this, a toolbar contains several action buttons: 'Create Sub Form', 'Project', 'Duplicate Form', 'Roles', 'Transfer Form', 'View as PDF', and 'Initiate Amendment'. A teal hand icon points to the 'Initiate Amendment' button in the toolbar. Below the toolbar, a dialog box titled 'Initiate Amendment' is open. It features a 'Timeline Notes' label and a text input area. At the bottom of the dialog, there are two buttons: 'Initiate Amendment' (highlighted in green) and 'Close'. A second teal hand icon points to the 'Initiate Amendment' button within the dialog.

Get Started

RITHIM Application Form

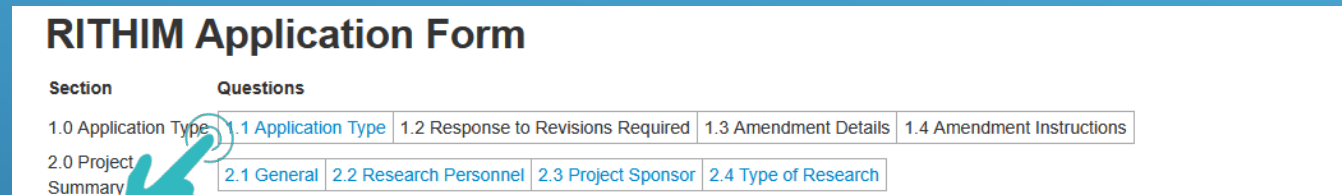
Create Sub Form Project Duplicate Form Roles Transfer Form View as PDF Initiate Amendment

Initiate Amendment

Timeline Notes:

Initiate Amendment Close

- ▶ 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 Program Officer pre-review (initial application)
- ☐ Corrections in response to Program Officer pre-review (amendment)
- ☐ Response to Revisions Required Letter (initial application)
- ☐ Response to Revisions Required Letter (amendment)

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](#)