

## Working Procedure – Access to SunRISE

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**Purpose** – This working procedure outlines the types of user accounts that can be granted access to SunRISE, the process for obtaining these accounts and their associated permissions.

User Account	Process and Permissions
<b>System Administrator</b>	<p><b><u>Process</u></b></p> <ul style="list-style-type: none"> <li>• Must use a Sunnybrook email address</li> <li>• Account granted by the Executive Director, Research Integrity &amp; Clinical Research Services</li> <li>• Names, roles and account issue start and stop dates for those with System Administrator access will be kept on file</li> </ul> <p><b><u>Permissions</u></b></p> <ul style="list-style-type: none"> <li>• System customization in accordance with the software provider (Infonetica)</li> <li>• Trouble shooting</li> <li>• Granting access to users</li> <li>• Providing user support</li> <li>• Access to all user accounts for the purposes of the above</li> </ul>
<b>Applicant</b>  (This includes the PI as well as others working on behalf of the PI.)	<p><b><u>Process</u></b></p> <ul style="list-style-type: none"> <li>• Must use a Sunnybrook email address</li> <li>• Non-Sunnybrook email accounts (e.g. other institutional emails) may be considered as an exception in limited circumstances and will be determined on a case by case basis</li> <li>• Register for an account at <a href="http://apply.sunrisereb.ca">http://apply.sunrisereb.ca</a></li> <li>• Account granted by a System Administrator</li> </ul> <p><b><u>Permissions</u></b></p> <ul style="list-style-type: none"> <li>• Prepare and submit REB documentation</li> </ul>
<b>REB Member</b>	<p><b><u>Process</u></b></p> <ul style="list-style-type: none"> <li>• If Sunnybrook staff, must use a Sunnybrook email address</li> <li>• If non-Sunnybrook staff, permission to use an alternate email address will be granted</li> <li>• Account granted by a System Administrator</li> </ul> <p><b><u>Permissions</u></b></p> <ul style="list-style-type: none"> <li>• Review research for and on behalf of the Sunnybrook REB</li> </ul>

This working procedure has been authorized by the Executive Director, Research Integrity & Clinical Research Services.

*Keitha McMurray*  
Keitha McMurray (Dec 15, 2020 14:48 EST)

Keitha McMurray  
Executive Director, Research Integrity &  
Clinical Research Services

15-Dec-2020

Date (dd/mmm/yyyy)