If you have any questions about Post Approval Monitoring, please contact Donna Taylor at the Research Ethics Office (780.492.6828 or donna.taylor@ualberta.ca).

RESEARCH ETHICS OFFICE – REMO HELP
POST APPROVAL MONITORING GENERAL GUIDE
Logging Monitoring Activities and Comments

You can log monitoring activities only for studies that have already been approved.

Go to the
- My Studies tab if you are a PI
- Or ALL Studies tab if you are a Vet, Chair, etc.

Click to select an approved AUP from the list.

In the workspace of the AUP you selected:
  a. Click on the PAM Log
  b. Under My Activities click on “Log Monitoring Activity”

You can use this activity to log incident reports, report unexpected morbidity or mortality, interim progress reports, respond to other monitoring comments, etc.

Important: Logging a monitoring comment is NOT a substitute for submitting a Post-Approval Activity (PAA) (i.e., amendment, renewal or closing report) and does NOT affect the approval status of your AUP.
Pop-up Window for Logging a Monitoring Activity

When logging a monitoring activity, you can:

- write comments
- include attachments pertinent to your comments
- select people who should be notified of the comments

**Note:** The PAM Coordinator automatically receives all email notifications.

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**PAM LOG**

The PAM Log will show two kinds of information:

1. all monitoring comments logged on a study, and
2. institutional PAM reviews for a study

As the PI or Study Staff, you can see when a PAM Review has been opened and completed for your study, but you will **not** have access to the details of the information submitted by reviewers while the review is in progress. You will be able to review a summary report.

A PI will receive communication from the PAM coordinator or reviewer regarding any updates/changes that may be required as a result of the PAM review.

ACUC Chairs, reviewers, veterinarians, and ACUC Coordinators will have view-only access to an institutional PAM review.