



Research Integrity & Compliance

ARIES Research Management System

Human Ethics User Guide

Human Ethics Manager

T: 6215 3427

E: human.ethics.officer@anu.edu.au

W: <http://researchservices.anu.edu.au/ori/human/index.php>

Using the Human Ethics module of ARIES

Aries is accessed on the web using Mozilla Firefox, Internet Explorer or Safari or Google Chrome. The URL for Aries is <https://researchservices.anu.edu.au/ore/aries/>

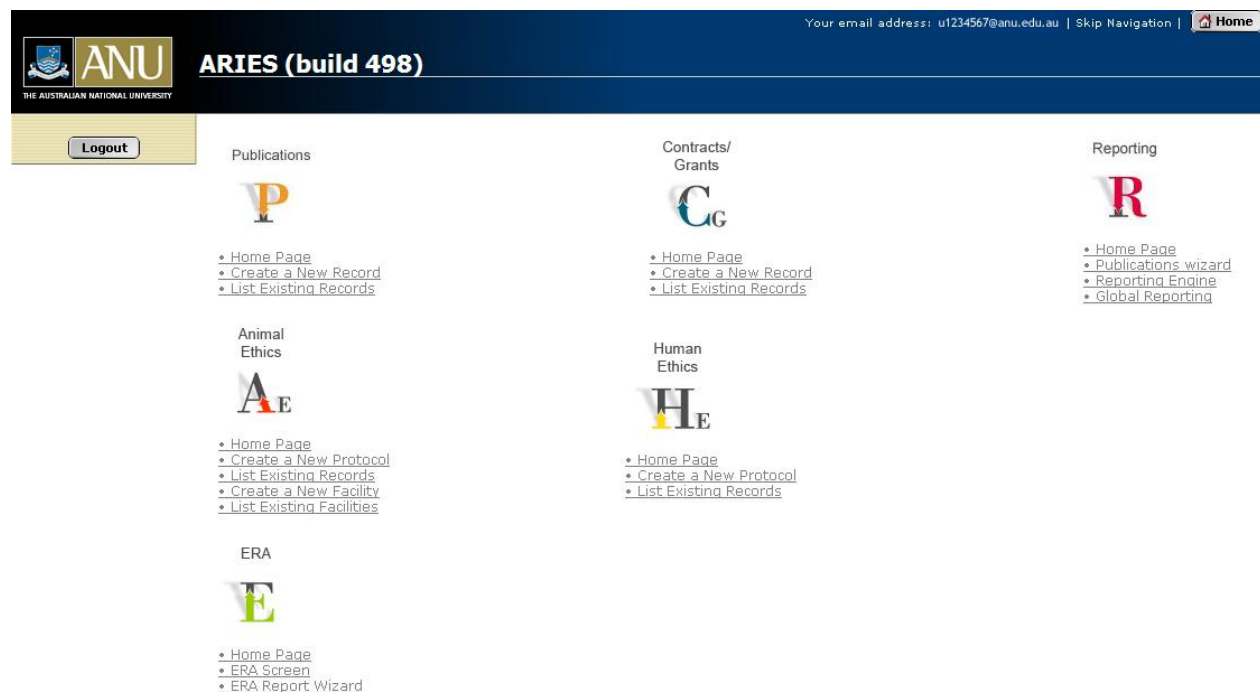
Log into ARIES using your HORUS id and password. If you get a message saying that your password and ID are correct but you don't have a profile, you will need to fill in a new user form. You will find this link above where you log in.

<https://aries.anu.edu.au/content/ASP/ANUlogin.asp>

Navigating the System

Home Menu

ARIES opens to a **Home Menu** displaying the various modules of ARIES. This includes Human Ethics, Animal Ethics, Contracts/Grants, Publications and ERA.



Once a menu option has been selected, the user will be taken into the system. From here, the user can navigate through the different modules using the tabs that appear at the top of the screen.

Alternatively, the user can select the  button to return to the **Home Menu**, to select the desired menu.

Human Ethics module

The Human Ethics section has three menu options.



'Home Page' takes the user to a menu strictly displaying Human Ethics menu options with links and quick guides.

'Create a New Protocol' commences the process of creating a new protocol.


'List Existing Records' takes the user to a summary screen of protocols from the users department. The user will only be able to access protocols that they have created; or they are listed on as an investigator.

Clicking on the He button will also take you to the same links.

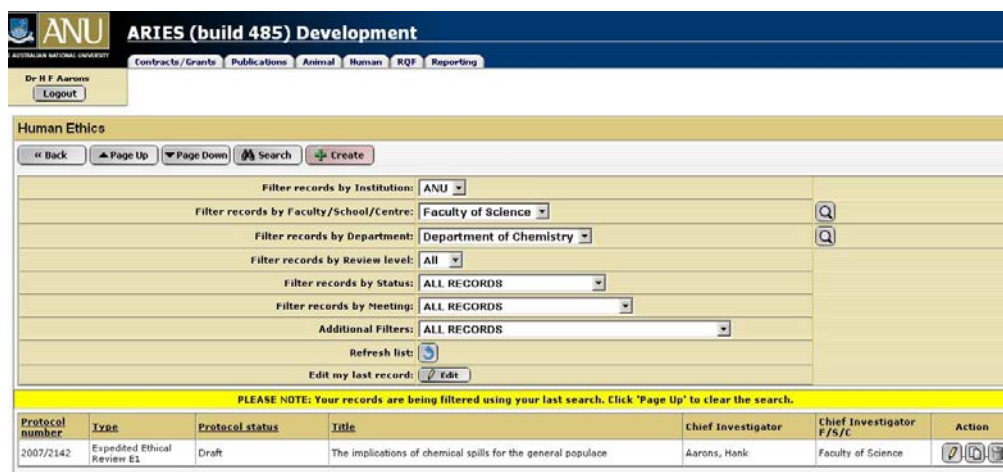
Once a menu option has been selected, the user will be taken into the system.



Creating a Protocol

To add a new protocol from the main screen, click .

A training message will be displayed. If you haven't already attended a training session, please contact the ORI. Otherwise, click the Create button again to start a new application.



ANU ARIES (build 485) Development

Contracts/Grants Publications Animal Human RQF Reporting

Dr H F Aarons Logout

Human Ethics

« Back Page Up Page Down Search Create

Filter records by Institution: ANU

Filter records by Faculty/School/Centre: Faculty of Science

Filter records by Department: Department of Chemistry

Filter records by Review level: All

Filter records by Status: ALL RECORDS




Filter records by Meeting: ALL RECORDS

Additional Filters: ALL RECORDS

Refresh list: Refresh

Edit my last record: Edit

PLEASE NOTE: Your records are being filtered using your last search. Click 'Page Up' to clear the search.

Protocol number	Type	Protocol status	Title	Chief Investigator	Chief Investigator F/s/L	Action
2007/2142	Expedited Ethical Review E1	Draft	The implications of chemical spills for the general populace	Aarons, Hank	Faculty of Science	  

The next screen will ask you to click on your level of review. You will then choose the option which best suits your sense of the risk of the protocol, where Expedited Ethical Review is low or negligible and Full Ethical Review is high.

Unless you know that your research is HIGH RISK, choose the Expedited Review option. As the system is designed to assess the risk level from the answers (yes or no) that you give, if it does prove to be High Risk, your data will be transferred over to a Full Review application without you losing any of the information you have entered.

Protocol Data Entry (For security and privacy reasons ARIES automatically times out after 20 minutes of inactivity. Please save your work frequently)

ARIES is a system where the data is contained in a series of tabs. Fields which must have data contain an asterisk. You may save your protocol and exit Aries **ONLY AFTER YOU HAVE** completed filling out the information under the **Header** and **Investigators** Tab. You then have the option to return to the application at any time whilst your application is still in draft and make changes and/or submit it.

Monitoring Variation

Project Details Documents Notes Progress steps

Header Investigators Departments High Risk One High Risk Two Questions

New - Expedited Ethical Review

Cancel Save Submit Print Form

Created by:

Record number: New

Protocol type: Expedited Ethical Review E1

Protocol number: Auto generated

Date entered*: 07/09/2007

Ethics program type: Staff

Requested start date*:

Requested end date*:

Protocol title*:

Enter data against all fields in the **Header** screen and ensure that you choose the appropriate Ethics program type. Dates are entered in the form dd/m/yy, though they will store and display as dd/mm/yyyy. You may enter in this full form if you choose.

- Remember ethics approval from ANU will last for only 5 years. After this time you can apply for a 1 year extension. If you require longer than this period, you will then need to submit a new application prior to your current application expiring.

After you have entered the data in the **Header** screen click the tab labelled **Investigators**. You now choose the relevant investigators by selecting the **+ Add** button, searching on their names and selecting them.

Ethics programme type:		Protocol title:		Protocol number:	
Approval date:		Chief Investigator:		Expiry date:	
		Anticipated end date:			
Submission date:		Current clearance status:			
Review level:		System ID:			
Internal					
+ Add					
Name	Role	Institution	Action		
External					
+ Add					
Name	Role	Institution	Action		

Please remember to complete the Header and Investigator's tab before exiting ARIES otherwise your application will NOT BE VISIBLE when you log back into the system. If this does happen you will need to contact us to rectify the problem on 6125 3427 or human.ethics.officer@anu.edu.au

Throughout ARIES, searches will work with at least two characters anywhere in the word you are seeking. So for example if you are looking for the name Cardew-Smith you could type "card" or "dew" and it would be retrieved.

Investigator Search	
<div style="text-align: right;"> <input type="button" value="« Back"/> <input type="button" value="🔍 Search"/> </div>	
Surname or Staff ID:	<input type="text" value="surname"/>
Search options:	<input type="text" value="Contains"/>

If an ANU staff member or student is not on the list, contact our office on 6125 3427 or human.ethics.officer@anu.edu.au Please do not just add them as an external investigator.

In selecting investigators you will almost always click yes to "Add their Department".

Automatically add a department	
<p>WOULD YOU LIKE TO ADD THE INVESTIGATOR DEPARTMENT?: <input type="button" value="No"/> <input type="button" value="Yes"/></p>	
<p>Investigator name:</p> <p>Investigator department: Department of Chemistry</p> <p>Investigator Faculty/School/Centre: Faculty of Science</p>	

For Postgraduate and Undergraduate protocols you must select at least one person with the role of supervisor. Please note that the supervisor must be at ANU (Internal). If your supervisor or co-investigator is not on ARIES, let us know and we will add them for you.

Protocol title: XXXXXXXXXXXX	
Ethics programme type: XXX	Chief Investigator:
Protocol number: 200X/XXX	
Approval date:	Anticipated end date: Expiry date: XX/XX/XXXX
Submission date:	Current clearance status: XXXXX
Review level: Review XXX	System ID: XXXXX

Amend - Internal Investigator

Investigator name: Duck, Donald
Role on protocol:
Preferred contact number*:

Experience/Expertise/Qualifications*:
As well as your research background, outline your experience with your methodology for the present proposal. If you are conducting your research overseas, outline your experience in that country and the language to be used. Citing your qualifications is not sufficient.

It is recommended that researchers supply at least 1-2 paragraphs when answering the Experience/Expertise/Qualifications question. i.e. “PhD Candidate” is not sufficient for committee members to evaluate your qualifications and experience in relation to what you propose to do.

Monitoring Variation
Project Details Documents Notes
Header Investigators Departments High Risk One High Risk Two Questions

Protocol title: XXXXXXXXXXXX	
Ethics programme type: XXX	Chief Investigator:
Protocol number: 200X/XXX	
Approval date:	Anticipated end date: Expiry date: XX/XX/XXXX
Submission date:	Current clearance status: XXXXX
Review level: Review XXX	System ID: XXXXX

Internal

Name	Role	Department	Action
XXXXXXXXXX	Primary investigator	Department of Physics, Faculty of Science, ANU	

External

Name	Role	Institution	Action
XXXXXXXXXX	Co-investigator	University of Queensland	
XXXXXXXXXX	Co-investigator	University of Queensland	

You should select any external investigators as well as internal (ANU based) investigators.

Expedited Protocol Entry

When you have finished adding your Investigators, click on the High Risk One tab. The next three tabs have questions that need to be considered.

If your answers are *all* 'No', click on the **High Risk Two** tab.

Monitoring Variation

Project Details Documents Notes Progress steps

Header Investigators Departments **High Risk One** High Risk Two Questions

Protocol title: The implications of chemical spills for the general populace
Ethics programme type: Staff **Chief Investigator:** Aarons, Hank **Protocol number:** 2007/2142
Approval date: **Anticipated end date:** **Expiry date:**
Submission date: 09/06/2007 **Current clearance status:** Draft
 Review level: Expedited Ethical Review E1 System ID: 2142

High Risk One Questions - Expedited Ethical Review

Next >>

Help	Answer	Question
	YES	Is this a clinical trial?
	No	Does this research involve the intentional recruitment or issues involving Aboriginal and Torres Strait Islander Peoples?

If any questions are answered 'YES', click on the **Next >>** button, then click on the **Edit** button and answer the questions that are displayed.

Monitoring Variation

Project Details Clinical Trials Documents Notes Progress steps

Header Investigators Departments **High Risk One** High Risk Two Questions

Protocol title: The implications of chemical spills for the general populace
Ethics programme type: Staff **Chief Investigator:** Aarons, Hank **Protocol number:** 2007/2142
Approval date: **Anticipated end date:** **Expiry date:**
Submission date: 09/06/2007 **Current clearance status:** Draft
 Review level: Expedited Ethical Review E1 System ID: 2142

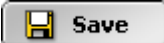
High Risk One Questions - Expedited Ethical Review

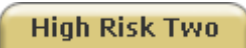

Next >>

Information	Edit	Question
		Is this a clinical trial?

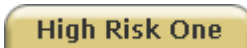
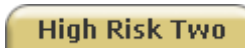
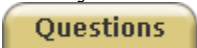
Each question in Aries has an information bubble and an external link that takes you to the National Statement where you can view information about the question.

The screenshot displays the ARIES Human Ethics Module interface. At the top, there is a navigation bar with tabs: Header, Investigators, Departments, High Risk One (selected), High Risk Two, and Questions. Above these are sub-tabs: Monitoring, Variation, Project Details, Documents, Notes, and Progress steps. The main content area shows protocol details for 'The implications of chemical spills for the general populace'. It includes fields for Ethics programme type (Staff), Chief Investigator (Aarons, Hank), Protocol number (2007/2142), Approval date, Anticipated end date, Expiry date, Submission date (09/06/2007), Current clearance status (Draft), Review level (Expedited Ethical Review E1), and System ID (2142). Below this is a section titled 'Expedited Ethical Review - High Risk Clearance' with a yellow background. It contains a '« Back' button and a 'Save' button with a floppy disk icon. A question is posed: 'Does this research involve the intentional recruitment or issues involving Aboriginal and Torres Strait Islander Peoples?'. Below the question, there is a dropdown menu set to 'Yes' and a text box labeled 'Provide details:' containing the text 'Sydney University 2006/2007.'.

Once this layer of questions have been answered, click .

This same process is followed for the  tab. When you have finished with each tab, click on the next tab header. Please note that the  button will NOT take you on to the next tab.

You must click on each of High Risk One, High Risk Two and Questions tabs even if you do not answer yes to any of the questions. This is to ensure that you have considered all questions.

Once you have considered the  and  tabs, click on  tab.

Protocol title: XXXXXXXXXXXXXXXX		
Ethics programme type: XXX	Chief Investigator:	Protocol number: 200X/XXX
Approval date:	Anticipated end date:	Expiry date: XX/XX/XXXX
Submission date:	Current clearance status: XXXXX	
Review level: Review XXX	System ID: XXXXX	

Questions - Expedited Ethical Review		
Next »		
Help	Answer	Question
	<input type="text" value="No"/>	Third Party Identification
	<input checked="" type="text" value="Yes"/>	Children or Young People
	<input checked="" type="text" value="Yes"/>	Dependent or Unequal Relationship
	<input type="text" value="No"/>	Membership of a Group, or Related Issues
	<input type="text" value="No"/>	Physical Harm
	<input type="text" value="No"/>	Psychological Harm (includes Devaluation of Personal Worth)
	<input type="text" value="No"/>	Social Harm
	<input type="text" value="No"/>	Economic Harm
	<input type="text" value="No"/>	Legal Harm
	<input type="text" value="No"/>	Covert Observation
	<input checked="" type="text" value="Yes"/>	Deception
	<input type="text" value="No"/>	Sensitive Personal Information
	<input type="text" value="No"/>	Overseas Research
Help	Answer	Question
	<input type="text" value="No"/>	Collection, use or disclosure of personal information WITHOUT the consent of the participant

Select 'Yes' against the questions that apply to your protocol, and then click the [Next »](#) button. This will take you to further questions relating to the questions answered 'Yes'. If all boxes are selected 'No', the system will take you directly to Project Details.

Protocol title: XXXXXXXXXXXXXXXX		
Ethics programme type: XXX	Chief Investigator:	Protocol number: 200X/XXX
Approval date:	Anticipated end date:	Expiry date: XX/XX/XXXX
Submission date:	Current clearance status: XXXXX	
Review level: Review XXX	System ID: XXXXX	

Questions - Expedited Ethical Review		
Next »		
Information	Edit	Question
✗	Edit	Children or Young People
✗	Edit	Dependent or Unequal Relationship
✗	Edit	Deception



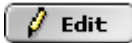

When you select the [Edit](#) button the system will take you to further questions relating to the initial question. For example, when you select the [Edit](#) button against 'Children or Young People' the below questions will appear.


Protocol title: XXXXXXXXXXXXXXXX Ethics programme type: XXX Chief Investigator: Protocol number: 200X/XXX Approval date: Anticipated end date: Expiry date: XX/XX/XXXX Submission date: Current clearance status: XXXXX Review level: Review XXX System ID: XXXXX		
Expedited Ethical Review Further Questions		
<div style="display: flex; justify-content: space-around;"> « Back Next » </div>		
Children or Young People		
Help	Answer	Question
	<input type="button" value="No"/>	Will appropriate parental/guardian consent be sought or is the child or young person capable of consenting without parental /guardian consent?
	<input type="button" value="No"/>	Is the child or young person capable of consenting in their own right?
	<input type="button" value="Yes"/>	Is the research in the best interests and/or welfare of the child or young person?

Research would not ordinarily qualify for expedited review if it should be characterised as being contrary to the best interests and / or welfare of the child or young person.

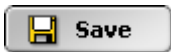
These questions capture which risks are associated with the protocol. If you answer ‘Yes’ to each question, you have identified that the protocol method has negated the associated risks. If AT LEAST ONE question remains as ‘No’, the system will take you to the below screen.

Protocol title: XXXXXXXXXXXXXXXX Ethics programme type: XXX Chief Investigator: Protocol number: 200X/XXX Approval date: Anticipated end date: Expiry date: XX/XX/XXXX Submission date: Current clearance status: XXXXX Review level: Review XXX System ID: XXXXX		
Expedited Ethical Review - Risk Management		
<div style="display: flex; justify-content: space-around;"> « Back Save </div>		
Children or Young People		
Are the risks easily negated, minimised or managed?: <input type="button" value="No"/>		
In 200 words or less, provide and outline of the measures which will be taken to address the risks*: <div style="border: 1px solid #ccc; height: 40px; width: 100%; margin-top: 5px;"></div>		

This screen provides you with the opportunity to explain how the risks will be negated. If you are able to negate the risks you need to select ‘Yes’ and provide an explanation, and then select the  button. This will return you to the question summary screen and will have a green tick  against the question. You need to continue this process until all  buttons have a green tick .

However, if you are unable to negate the risks, you need to select ‘No’ and then click the  button. The system will take you to a further screen to check if the protocol has approval from another HREC.


Protocol title: XXXXXXXXXXXXXXXX Ethics programme type: XXX Chief Investigator: Protocol number: 200X/XXX Approval date: Anticipated end date: Expiry date: XX/XX/XXXX Submission date: Current clearance status: XXXXX Review level: Review XXX System ID: XXXXX
Expedited Ethical Review - Other Clearance
<input type="button" value="« Back"/> <input type="button" value="Save"/>
Children or Young People
<p>Cleared by another HREC, listed procedure or renewal application?</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No ▾</div> <p>Provide details:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

If your answer is 'yes', you need to provide details of the other HREC approval (ie. protocol number and HREC name). You will also need to upload the approval document under the Documents tab. If at this stage, you have no approval from another HREC, select the  button. The system has assessed the scope of your research and identified that it is not low risk, and expedited review is inappropriate. The system will alert you that your protocol requires FULL Review.

Response - Scope Checker
Protocol title: XXXXXXXXXXXXXXXX Ethics programme type: XXX Chief Investigator: Protocol number: 200X/XXX Approval date: Anticipated end date: Expiry date: XX/XX/XXXX Submission date: Current clearance status: XXXXX Review level: Review XXX System ID: XXXXX
You will need Full Ethical Review for your project
<p>Click below for the level of review you require:</p> <p>Full Ethical Review</p>

In this instance, you will need to click on the 'Full Ethical Review' link and the system will transfer the data you have already entered in your Expedited Review application to a Full Review application. You will then need to complete the Full Review protocol application.

Protocol title: XXXXXXXXXXXXXXXX Ethics programme type: XXX Chief Investigator: Protocol number: 200X/XXX Approval date: Anticipated end date: Expiry date: XX/XX/XXXX Submission date: Current clearance status: XXXXX Review level: Review XXX System ID: XXXXX		
Questions - Expedited Ethical Review		
<input type="button" value="Next »"/>		
Information	Edit	Question
✓	<input type="button" value="Edit"/>	Children or Young People
✓	<input type="button" value="Edit"/>	Dependent or Unequal Relationship
✓	<input type="button" value="Edit"/>	Deception

Remember that you must click all  **Edit** buttons that present themselves and keep answering until you get a green tick ✓ instead of a red cross ✗. You will not be able to submit your protocol within ARIES until each Question has a green tick ✓.


Depending on your answers in the three questions tabs your protocol will now be:

E1: if you have answered all questions as no, or if your protocol has been previously approved by another HREC.

E2: if you have answered yes to any question on the questions tab but your subsequent answers make it clear that the risks have been minimized.

You will have had your protocol converted to **Full** if you have answered yes to any of the questions in the three tabs and you do not have prior approval or if you have not been able to demonstrate that you can minimize risk. For further instructions please refer to the Full review system on the next page.

Full Protocol Entry

When you have finished adding your 'Investigators' click on the  tab. This will show additional risk assessment questions to be considered.

Questions - Full Ethical Review

Next »

1. Additional approval requirements

Help Answer Question


If this proposal has been reviewed and approved by any other Human Research Ethics Committee, please complete the Expedited Review.

A. Participants

Help Answer Question

	No	Healthy members of the community
	No	University students
	No	Employees or officers of a specific company or organisation
	No	Members of a specific community group, club or association
	No	Clients of a service provider
	Yes	Children and young people
	No	Members of a socially disadvantaged group
	No	People who belong to a group
	No	People who may be involved in illegal activities
	No	People whose primary language is other than English
	No	People in other countries
	Yes	Aboriginal or Torres Strait Islander Peoples
	No	People in a dependent or unequal relationship

If the questions here are all answered 'No' then you should probably be using the Expedited Review rather than Full Review. Contact the Ethics Office (ext 53427 or ext 53931) and we will be able to reset your protocol at this level without losing any of the data you have entered.

If you do answer 'Yes' to any of the questions then click the  button. This will bring you to a summary screen of further questions relating to the questions to which you answered 'Yes'.


Protocol title: XXXXXXXXXXXXXXXX
Ethics programme type: XXX Chief Investigator: Protocol number: 200X/XXX
Approval date: Anticipated end date: Expiry date: XX/XX/XXXX
Submission date: Current clearance status: XXXXX
Review level: Review XXX System ID: XXXXX

Questions - Full Ethical Review

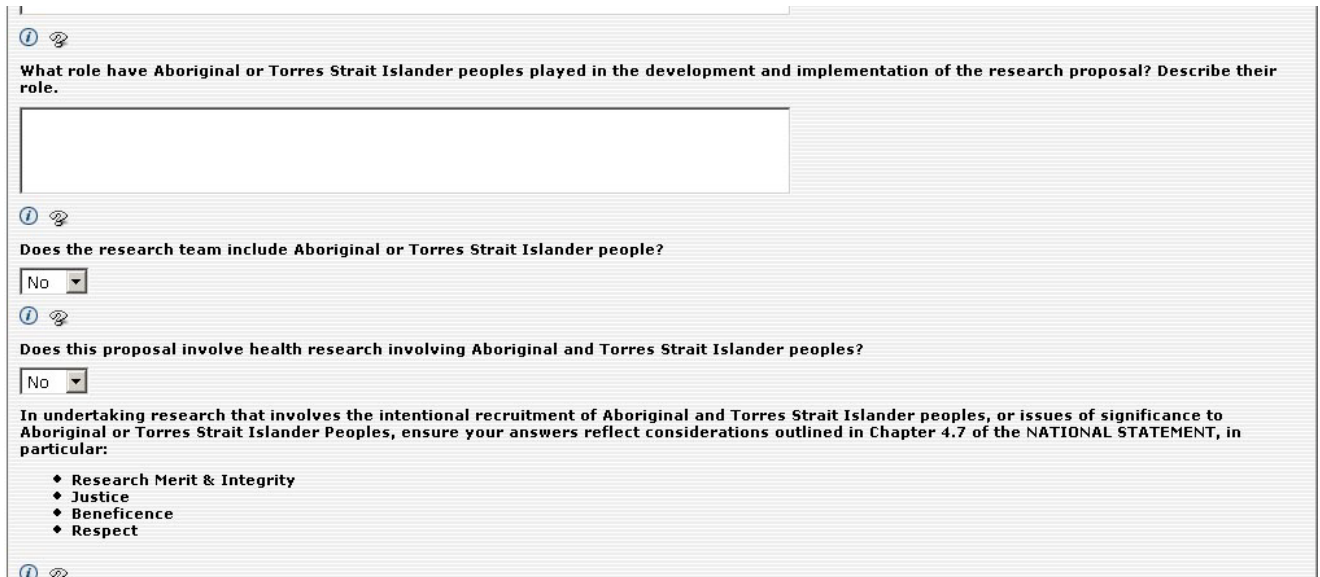
Next »

Information Edit Question

×		Children and young people
×		Aboriginal or Torres Strait Islander Peoples


Click the  button against each question in turn and you will be taken to a new range of questions.

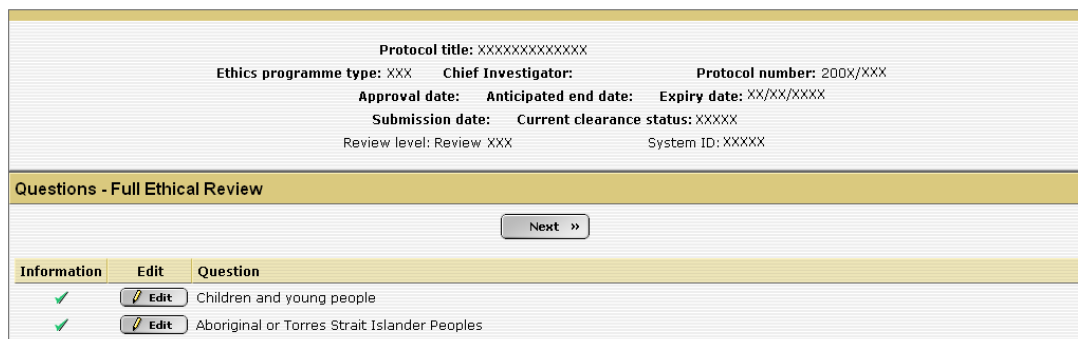
For example if you clicked 'Yes' to the question relating to Aboriginal or Torres Strait Islander Peoples, then the screen below displays:



The screenshot shows a web interface with the following content:



- Question 1: "What role have Aboriginal or Torres Strait Islander peoples played in the development and implementation of the research proposal? Describe their role." Below the question is a large text input area.
- Question 2: "Does the research team include Aboriginal or Torres Strait Islander people?" Below the question is a dropdown menu with "No" selected.
- Question 3: "Does this proposal involve health research involving Aboriginal and Torres Strait Islander peoples?" Below the question is a dropdown menu with "No" selected.
- Question 4: "In undertaking research that involves the intentional recruitment of Aboriginal and Torres Strait Islander peoples, or issues of significance to Aboriginal or Torres Strait Islander Peoples, ensure your answers reflect considerations outlined in Chapter 4.7 of the NATIONAL STATEMENT, in particular:" Below the question is a list of considerations:
 - ◆ Research Merit & Integrity
 - ◆ Justice
 - ◆ Beneficence
 - ◆ Respect

You must click all  buttons that present themselves and keep answering until you get a green tick ✓ instead of a red cross ✗. You will not be able to submit your protocol within ARIES until each Question has a green tick ✓.




The screenshot shows a web interface with the following content:

- Protocol title: XXXXXXXXXXXXXXXX
- Ethics programme type: XXX Chief Investigator: Protocol number: 200X/XXX
- Approval date: Anticipated end date: Expiry date: XX/XX/XXXX
- Submission date: Current clearance status: XXXXX
- Review level: Review XXX System ID: XXXXX
- Section: Questions - Full Ethical Review
- Next >> button
- Table with 3 columns: Information, Edit, Question.

Information	Edit	Question
✓		Children and young people
✓		Aboriginal or Torres Strait Islander Peoples

Once you have addressed the above, you have entered all the information relating to the risk assessment of the protocol.


Project Details

Now click on the  tab. You must enter something in the text type questions. You cannot submit your protocol until these sections contain some text.

Protocol title:		
Ethics programme type: Staff	Chief Investigator:	Protocol number: 2008/
Approval date:	Anticipated end date:	Expiry date:
Submission date:	Current clearance status: Draft	
Review level: Expedited Ethical Review E1		System ID: 2614

Project Details - Expedited Ethical Review

Last auto-saved at 13:44:01 - This page will automatically save every 5 minutes

 Save

Description of Project ⓘ

Describe the research project in terms easily understood by a lay reader, using simple and non-technical language. ⓘ

Location of Data Collection ⓘ

Australia ⓘ

Overseas ⓘ


Provide country / area where data collection will be conducted ⓘ

This screen contains a considerable amount of data. In order to prevent you from being timed out of your ARIES session, the system automatically saves every five minutes and consequently prevents the data loss. This saving can be slightly disconcerting but it is preferable to the alternative of data loss.

Last auto-saved at 13:44:01 - This page will automatically save every 5 minutes

Documents

In addition to the basic data entry for protocols, investigators are able to upload documents against each protocol. For example, the Information Sheet and Consent Form required for each protocol will be stored in the 'Documents' tab.


Click on the **Documents** tab, and then the  **Add** button. This will bring up a screen where you name the document you are uploading, and then browse and select the document from your hard drive.

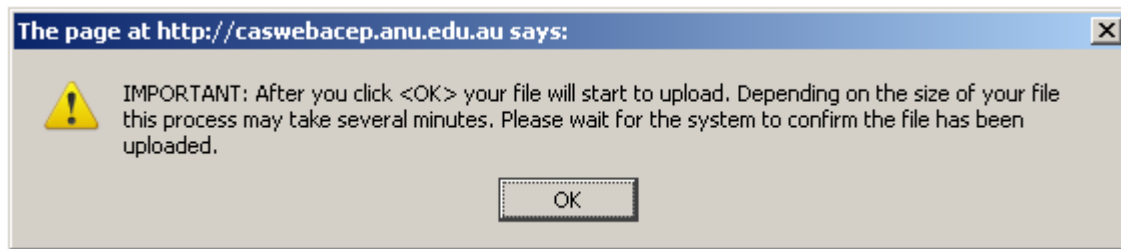
New - Document

Document description*:

File to upload (.pdf .doc) *:



The documents uploaded to the documents tab must be uniquely named. The following convention can be used: Year_ProtocolNo._Surname_document description i.e., **2007_123_Smith_InformationSheet** If you delete a document, both the replacement document name AND the document name in Aries, will need to be given a new name i.e. 2007_123_Smith_InformationSheet1

Once you have named and selected your document, click the  button.



The system will then take some time in uploading the document depending on the file size and will alert you with the above message.

Once the file is successfully uploaded, it will be listed on the documents tab of the protocol as shown below.

<p>Protocol title: XXXXXXXXXXXX</p> <p>Ethics programme type: XXX Chief Investigator: Protocol number: 200X/XXX</p> <p>Approval date: Anticipated end date: Expiry date: XX/XX/XXXX</p> <p>Submission date: Current clearance status: XXXXX</p> <p>Review level: Review XXX System ID: XXXXX</p>			
Documents - Full Ethical Review			
Make your document title unique to you and your application. e.g. 2008_001_surname_nameofdoc			
			
Document	File Size	Type	Action
File Name	137614	pdf	 

Printing Applications

PLEASE NOTE: Submitting your application will lock your application and you will not be able to edit your application online. As the paper form needs to be identical to the electronic form, it is advisable that you **print your application BEFORE submitting**, so that you are able to edit your protocol if you notice an error that needs editing, after printing. If you have submitted and wish to edit your protocol, please contact our office on 6125 3427 or human.ethics.officer@anu.edu.au and we will put your application back to draft format.

Protocol title: XXXXXXXXXXXXXXXX Ethics programme type: XXX Chief Investigator: Protocol number: 200X/XXX Approval date: Anticipated end date: Expiry date: XX/XX/XXXX Submission date: Current clearance status: XXXXX Review level: Review XXX System ID: XXXXX		
PDF and RTF Templates		
<input type="button" value="Continue"/>		
Report name	External reporting services	Action
Expedited approval form	No	
Full Approval form	No	

To print your application, click the **Print Form** button on the Header tab. Select the magnifying glass that relates to the Review Level of your application. The continue button will take you back to the Header tab. Don't press the continue button unless you want to be taken back to the Header Tab.

Submitting

If you are satisfied that the application is now complete go to the **Header** screen and click the **Submit** button.

Remember: You may save your application and exit ARIES at any time after you have entered the names of investigators, and then return to it and make changes and/or submit it. You may also print the form at any time and work on the hard copy.


<div> <div>Monitoring</div> <div>Variation</div> <div>Project Details</div> <div>Documents</div> <div>Notes</div> <div>Header</div> <div>Investigators</div> <div>Departments</div> <div>High Risk One</div> <div>High Risk Two</div> <div>Questions</div> </div>	
<div> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Print Form"/> </div>	
Created by: XXXXXXXX Record number: XXXX Protocol type: Ethical Review Protocol number: 200X/XXXX	
Date entered*: <input type="text" value="07/07/2008"/>	
Ethics program type: <input type="text" value="Staff"/>	
Requested start date: * <input type="text" value="01/08/2008"/>	
Requested end date: * <input type="text" value="01/08/2013"/>	
Protocol title*: <input type="text" value="XXXXXXXXXXXX"/>	

You should now sign the form and get it signed by your supervisor (if appropriate). Once your application has been signed, you are ready to submit your hard copy application to Research Integrity & Compliance. An email will be sent to you once you submit advising how many copies to bring to our office (Bldg10b).

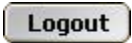
Submitting the protocol has three effects:

- It locks the protocol and prevents further data entry.
- It sends a message to the Ethics Office that a new application has been submitted online. You will then receive an ARIES email advising you what to do next.
- It allows the final printing of your protocol.

Additional Tips

Selecting the 'Submit' button will take you to the opening summary screen. If you have saved your data and want to return to edit the protocol, the easiest way to get back to your protocol is to click the 'Edit my last record' button on the main screen. Additionally, if you would like to print your protocol after submission, you will need to re-open your protocol by selecting the pencil button .

Log Out

At the conclusion of your work in the system, please terminate your session to guarantee that unauthorized users do not use your profile. Ensure your session is terminated by selecting the  button.