



University of South Australia

User Guide

Human Research Ethics Application and Review System

Applicant Role

Version 1

Research and Innovation Services

For further information or to update this document contact:
Compliance Officer, Research and Innovation Services

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OVERVIEW: HUMAN RESEARCH ETHICS APPLICATION AND REVIEW SYSTEM

All staff and students at University of South Australia who wish to undertake a research project involving humans (including direct collection of data, accessing data from databases and/or collection of human tissues/samples etc) must apply for ethics approval from the University of South Australia's Human Research Ethics Committee using the Human Research Ethics Application and Review System (the System).

Researchers must be familiar with the following documents before using the System:

- a. the *National Statement on Ethical Conduct in Human Research* (http://www.nhmrc.gov.au/publications/synopses/_files/e72.pdf),
- b. the *Australian Code for the Responsible Conduct of Research* (http://www.nhmrc.gov.au/publications/synopses/_files/r39.pdf,
- c. related legislation, guidelines and codes, and University policies and procedures as outlined in the University of South Australia's Framework for the Responsible Conduct of Research (<http://www.unisa.edu.au/res/ethics/integrity/default.asp>).

Note: The images displayed in this user guide were captured using fictitious examples of a human ethics Application and do not contain information or details of actual Applications.



GETTING STARTED

Step 1: Logging In

Navigation:

<https://research.unisa.edu.au/RMENet/>

The screenshot shows the login interface for RMENET at ResearchMaster. At the top left is the University of South Australia logo and name. Below it, the text 'ResearchMaster Enterprise: 5.12.1' is displayed. On the right side, there are input fields for 'User Name:' and 'Password:', followed by a 'Log In' button. The main content area contains a 'Welcome to RMENET at ResearchMaster' message, a brief description of the system, and instructions for logging in. At the bottom, there is a footer with various links and copyright information.

Action: Enter your UniSA network **User Name** and **Password** and click the **Login** button.

Result: User is logged into the system with **Home** page displayed.

Home

[Disclaimer](#) | [Copyright](#) | [Privacy](#) | [Australian Technology Network](#) | [Web accessibility](#) | [CRICOS Provider no 00121B](#) | [Contact UniSA](#) HOM001Na



Step 2: Creating a New Application

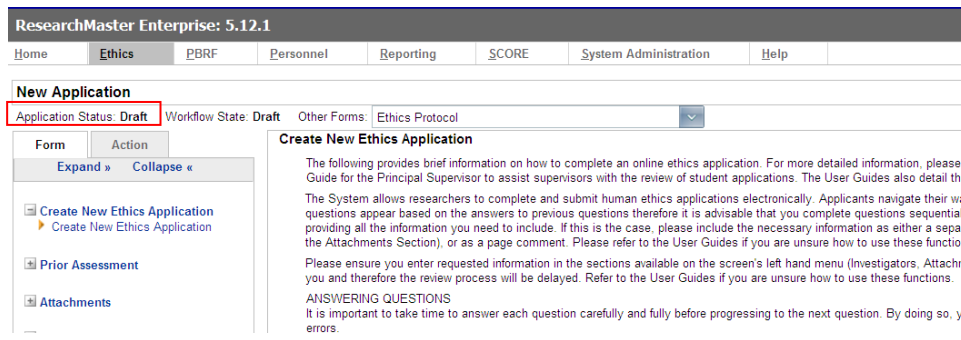
Navigation:

Ethics Tab → Applications



Action: Click on **Create Application**.

Result: A new Application is created with an initial status of Draft.





Alternate Step 2: Accessing Existing Application(s)

Navigation:

Ethics Tab → Applications

University of South Australia
UniSA

ResearchMaster Enterprise: 5.12.1

Home Ethics Personnel Help

Applications

Home

Disclaimer | Copyright | Privacy | Australian Technology Network | Web accessibility | CRICOS Provider no 001218 | Contact UniSA
HOM0011a

Action: Click on **My Applications** or **All Applications**.

Result: Available applications are displayed.

Note: Applications are grouped according to their status. Applications can be completed progressively and do not have to be completed in one sitting.

Applications

- Create Application
- My Applications
 - Approved
 - Draft
 - ECO review

Type	Application ID	Application Title	Status	Primary Investigator	Process Stage	Template Name	Application Date
HUMAN	0000029214	New Application	Draft		Draft	Ethics Protocol	N/A



THE ETHICS APPLICATION

Step 1: Navigating the Application

Navigation:

An application is created or opened (see [Getting Started](#)).

The screenshot displays the 'New Application' web interface. At the top, there is a navigation bar with 'Application Status: Draft', 'Workflow State: Draft', and 'Other Forms: Ethics Protocol'. Below this, there are tabs for 'Form' and 'Action'. A left-hand menu is visible with options: 'Expand', 'Collapse', 'Create New Ethics Application', 'Prior Assessment', 'Attachments', 'Declaration', and 'Instructions'. The main content area is titled 'Create New Ethics Application' and contains several paragraphs of text providing instructions on how to complete an online ethics application, including details about the system's sequential question structure and the importance of providing all necessary information. At the bottom of the main content area, there is a checkbox labeled 'I agree'.



There are **four components** to the application.

1. **Information Area:** Located at the top of the screen, the Information Area displays the Application Title, Status, Current Workflow State and the Current Ethics Form.

ResearchMaster Enterprise: 5.12.1

Home **Ethics** PBRF Personnel Reporting SCORE System Administration

New Application

Application Status: **Draft** Workflow State: **Draft** Other Forms: **Ethics Protocol**

Form **Action**

[Expand »](#) [Collapse «](#)

Create New Ethics Application

The following provides brief information on how to complete an online ethics appl

2. **Toolbar:** Located in the top-right corner of the application, the Toolbar provides actions available to view and review the application. Icon descriptions can be found in the [Toolbar table](#) at the appendix.



3. **Application Navigation:** Located on the left side of the application, the Navigation section provides access to sections within the application (**Form** tab), and available actions (**Actions** tab). The **Form** tab shows the Sections and Pages within the Sections, providing Expand and Collapse links to view the whole structure. The **Action** tab contains the action(s) (ie, Submit) available for the current workflow state.

Form **Action**

[Expand »](#) [Collapse «](#)

- ▶ **Create New Ethics Application**
Create New Ethics Application
- ▶ **Prior Assessment**
Non-UniSA HREC
- ▶ **Attachments**
Attachments
- ▶ **Declaration**
Declaration
- ▶ **Instructions**
Instructions

Create New Ethics Application

The following provides brief information on how to Guide for the Principal Supervisor to assist supe

The System allows researchers to complete and questions appear based on the answers to previc providing all the information you need to include. the Attachments Section), or as a page commer

Please ensure you enter requested information ir you and therefore the review process will be dela

ANSWERING QUESTIONS
It is important to take time to answer each quest errors.

Student applicants: Please note that you must e

A The research activity must not commence until e

I agree

4. **Application Content:** The main section of the screen, displays the application questions and responses. Note AOU is the Applicant's Originating Unit which refers to the applicant's own school.

Workflow State: **Draft** Other Forms: **Ethics Protocol**

Non-UniSA HREC

Ethics category code *
Human Ethics

Primary AOU *
ORC Research and Innovation Services

Please enter an Application Title *
test

1.1 Has another Human Research Ethics Committee (other than UniSA) reviewed this research project before and does this clearance/approval accurately describe the project as it is to be conducted?
 Yes
 No



Step 2: Answering Questions in the Application

Questions within the Application require answers in different formats – Yes/No, numerical and text responses. The Applicant can answer questions in any order. However, some questions are dependent on the answer provided to an earlier question. If you change the answer to one question, this may cause new questions to appear and previously answered questions to disappear. This may result in pages that have been marked 'completed' no longer being marked 'completed'.

Note: Answers are saved automatically. If you exit a page or navigate to another page, the answers entered up to that point will be saved automatically.

Step 3: Adding Investigators

Navigation:

Select the *Investigator* page under the *Investigator* section.

Form **Action**

Expand Collapse

- Create New Ethics Application
- Create New Ethics Application
- Investigator**
- Prior Assessment
- Instructions

Investigator

1 Is primary applicant a student? Please select 'Yes' if you are a student, if you are a staff member answer 'No' *

Yes

No

2 Please ensure that you mark the Primary Contact (usually the Chief Investigator) for this protocol as "Primary". (Please click on the name and select 'Yes' to 'Primary?' field).

You can also search and add other investigators from this section; select 'Other Investigator' as their role from the dropdown box.

To save your changes, click the green tick at the right bottom corner of the form.

+

Search Name/ID: [More Criteria](#)

ID	Given Name	Surname	Full Name	Primary?	Position	AOU	Organisation	Organisation Name
129100	Melanie	Batngal	Ms Melanie Corpus Batngal	No	Chief Investigator	ORC		

3 Have you made the necessary changes required by marking the applicant as 'Primary'? Please make the changes to avoid any system issues and respond with 'Yes' *

Yes

No

Action: Enter the investigator's UniSA staff/student ID or first name or last name or full name in the text box.

Then, click the icon.

Result: A list of staff members meeting the criteria is displayed.

Search Name/ID: [More Criteria](#)

ID	Given Name	Surname	Full Name	Primary?	Position	AOU	Organisation	Organisation Name
----	------------	---------	-----------	----------	----------	-----	--------------	-------------------



Search & Add Person

Search & Add Person

Found 22 Matching Personnel
Please select and add a person from the list below by clicking on the preferred name

Preferred Name	ID	Gender	Type	Classification	School	Division
Ms Allison Ballantyne	09401965C	Female	Student	Academic	Sch Nursing & Midwifery	Division of Health Sciences
Dr Andrew Allan	053205	Male	Internal	Academic	Sch Natural & Built Environme...	Div of Info Technology, Engin...
Dr Kerry Mallan	MALLANK	Female	External			
Mr Victor J Callan	CALLANV	Male	External			
Stephen McFallan	MCFALLAN	Male	External			
A/Prof Judith Rivalland	RIVALLANDJ	Male	External			

Action: Select the investigator from the list.

Result: The details of the selected person will be displayed.

Given Name *

Surname *

Full Name *

System code of Position held *



Chief Investigator
Other Investigator
Supervisor


Primary? *
 Yes
 No

AOU system code
 Unalpaon School

Organisation

Organisation Name

Action: Input appropriate details and click the  icon to Save.

Result: Investigator added.



Step 4: Selecting the Chief Investigator

As a default the Applicant is assigned the role of Chief Investigator. This step is only required if the Applicant is not the Chief Investigator.

Navigation:

Select the *Investigator* page under the *Investigator* section.

Form **Action**
Expand - Collapse -

- Create New Ethics Application
- Create New Ethics Application
- Investigator**
- Prior Assessment
- Instructions

Investigator

1 Is primary applicant a student? Please select 'Yes' if you are a student, if you are a staff member answer 'No' *

Yes
 No

2 Please edit the investigator section by marking the primary applicant as "Primary"
(Please click on the name and then select 'Yes' to 'Primary')
After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.
Please include all other investigators on this page by using the search function and mark the role as 'Other Investigator' from the drop down box.
After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.

Search Name/ID:

ID	Given Name	Surname	Full Name	Primary?	Position	AOU	Organisation	Organisation Name
129100	Melanie	Batingal	Ms Melanie Corpus Batingal	No	Chief Investigator	ORC		

3 Have you made the necessary changes required by marking the applicant as 'Primary'? Please make the changes to avoid any inconvenience and respond with 'Yes.' *

Yes
 No

Action: Click the **Full Name** of the investigator.

Result: Additional information about the investigator is displayed.

Search Name/ID:

ID	Given Name	Surname	Full Name	Primary?	Position	AOU	Organisation	Organisation Name
129100	Melanie	Batingal	Ms Melanie Corpus Batingal	No	Chief Investigator	ORC		

ID	Given Name	Surname	Full Name	Primary?	Position	AOU	Organisation	Organisation Name
129100	Melanie	Batingal	Ms Melanie Corpus Batingal	No	Chief Investigator	ORC		

Given Name *

Surname *

Full Name *

System code of Position held *

User Person Code

Primary? *
 Yes
 No

AOU system code
 Research and Innovation Services

Organisation

Organisation Name

Action: Select **System code of Position held** as *Chief Investigator*, **Select Primary** as Yes and click the icon to Save.

Result: Chief Investigator is set.



Step 5: Removing an Investigator

Navigation:

Select the *Investigator* page under the *Investigator* section.

Investigator

1 Is primary applicant a student? Please select 'Yes' if you are a student, if you are a staff member answer 'No' *

Yes
 No

2 Please edit the investigator section by marking the primary applicant as "Primary"
(Please click on the name and then select 'Yes' to Primary)

After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.

Please include all other investigators on this page by using the search function and mark the role as 'Other Investigator' from the drop down box .

After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.

Search NameID:

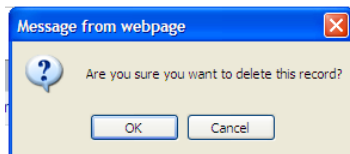
ID	Given Name	Surname	Full Name	Primary?	Position	AOU	Organisation	Organisation Name
129100	Melanie	Batingal	Ms Melanie Corpus Batingal	No	Chief Investigator	ORC		

3 Have you made the necessary changes required by marking the applicant as 'Primary'? Please make the changes to avoid any inconvenience and respond with 'Yes' . *

Yes
 No

Action: Click the icon against the name of the Investigator to be deleted

Result: A warning message is displayed



Action: Select **OK**

Result: Investigator is deleted.

Step 6: Adding Principal Supervisor

If the Applicant is a student then a Principal Supervisor must be identified. A Principal Supervisor is not required for a staff member applicant.

The Principal Supervisor cannot be added with an Investigator role, but any other supervisors must be entered with 'Other Investigator' roles ([Step 3: Adding Investigators](#)).

Navigation:

Select the *Investigator* page under the *Investigator* section.

Investigator

1 Is primary applicant a student? Please select 'Yes' if you are a student, if you are a staff member answer 'No' *

Yes
 No

2 Please edit the investigator section by marking the primary applicant as "Primary"
(Please click on the name and then select 'Yes' to Primary)

After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.

Please include all other investigators on this page by using the search function and mark the role as 'Other Investigator' from the drop down box .

After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.

Search NameID:

ID	Given Name	Surname	Full Name	Primary?	Position	AOU	Organisation	Organisation Name
129100	Melanie	Batingal	Ms Melanie Corpus Batingal	No	Chief Investigator	ORC		

3 Have you made the necessary changes required by marking the applicant as 'Primary'? Please make the changes to avoid any inconvenience and respond with 'Yes' . *

Yes
 No



Action: Select Yes to question 1. Is the primary applicant a student?

Result: Principal Supervisor section will be accessible.

Application Status: Draft Workflow State: Draft Other Forms: NewE1

Investigator

1 Is primary applicant a student? Please select 'Yes' if you are a student; if you are a staff member answer 'No'.

Yes
 No

2 Please edit the investigator section by marking the primary applicant as "Primary"
(Please click on the name and then select 'Yes' to Primary)

After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.

Please include all other investigators on this page by using the search function and mark the role as 'Other Investigator' from the drop down box.

After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.

Action: Select *Principal Supervisor* page under the *Principal Supervisor* section.

Result: Principal Supervisor page will be displayed.

Application Status: Draft Workflow State: Draft Other Forms: NewE1

Principal Supervisor

Only the details of your principal supervisor (i.e. the person responsible for reviewing your application) can be included here. Please include all other supervisors from the drop down box.

As you are student candidate, please select and add a 'Principal Supervisor'

After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner. *

Search Name/ID: [More Criteria](#)

ID	Given Name	Surname	Full Name	Primary?	Position	AOU	Organisation	Organisation Name	Supervisor
No records to display.									

Action: Enter the principal supervisor's UniSA staff/student ID or first name or last name or full name in the text box. Then, click the icon.

Result: A list of UniSA personnel meeting the criteria is displayed.

Note: The Principal Supervisors can also have a student ID attached to them. Make sure you select the Staff record of the Principal Supervisor.

Search Name/ID: [More Criteria](#)

ID	Given Name	Surname	Full Name	Primary?	Position	AOU	Organisation	Organisation Name	Supervisor
----	------------	---------	-----------	----------	----------	-----	--------------	-------------------	------------

Search & Add Person

Found 2 Matching Personnel

Please select and add a person from the list below by clicking on the preferred name

Preferred Name	ID	Gender	Type	Classification	School	Division
Mr Vaneet Vaneet	100111743	Male	Student		Sch Management	Division of Business
Mr Vaneet Vaneet	128757	Male	Internal	General	Research and Innovation Servi...	Research & International Port...

Change page: < 1 > | Displaying page 1 of 1, items 1 to 2 of 2.

Action: Select the Principal Supervisor from the list.

Result: The details of the selected person will be displayed.



Principal Supervisor

Only the details of your principal supervisor (i.e. the person responsible for reviewing your application) can be included here. Please include all other su from the drop down box.
 As you are student candidate, please select and add a 'Principal Supervisor'.
 After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner. "

ID	Given Name	Surname	Full Name	Primary?	Position	AOU	Organisation	Organisation Name	Supervisor

Given Name *

Surname *

Full Name *

System code of Position held *
 Supervisor

User Person Code

Primary?
 Yes
 No

AOU system code
 Research and Innovation Services

Organisation

Organisation name

Supervisor person code *

✔ ✘

Action: Input appropriate details and click the icon to Save.

Result: Principal Supervisor added.

Step 7: Removing the Principal Supervisor

Navigation:

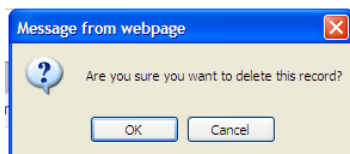
Select the *Principal Supervisor* page under the Principal Supervisor section.

Search Name/ID: [More Criteria](#)

ID	Given Name	Surname	Full Name	Primary?	Position	AOU	Organisation	Organisation Name	Supervisor
128757	Vaneet	Vaneet	Mr Vaneet Vaneet	No	Supervisor	ORC			

Action: Click the icon against the name of the Principal Supervisor to be deleted

Result: A warning message is displayed



Action: Select **OK**

Result: Principal Supervisor is deleted.



Step 8: Submitting a completed Form / application

The Ethics application can only be submitted when all mandatory questions in the form have been answered. This is true if the ✓ appears next to each item on the Application navigation (Hint: use Expand link to check all items)

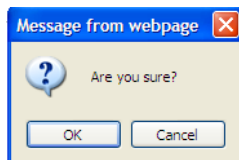
Navigation:

Select Action tab.

Form Action
Submit

Action: Click the **Submit** button.

Result: Warning message is displayed.



Action: Click **OK**.

Result: If the form is complete, the Applicant is informed of the level of the risk associated with the project.

If the form is incomplete, an error message will appear informing the Applicant that their form cannot be submitted. This will display above the Application title. Return to the Form tab to determine what needs to be completed.

The Application has been submitted and the Application Status and Workflow State changes to one of the following:

- a. If the Application is considered *Exempt* or *Negligible*, the Applicant is informed that no additional review is required and they can commence their research.
- b. If the Application does not meet the conditions for *Exempt* or *Negligible*, then that Application changes from *Draft* to *ECO Review* (for a staff application), or *Draft* to *PS Review* (for a student application). The Applicant will also be informed of the risk associated with their research (E1, E2 or E3).



Step 9: Adding Attachments

The purpose of the Attachments page of the Application is to enable the Applicant to attach documents to support their Application. This includes, but is not limited to:

- A copy of the HREC Application submitted and approved by another institution’s HREC (i.e. other than UniSA HREC).
- Copies of the approval letters received from organisations involved in the research and/or where the data will be collected from.
- The research tools:
 - Questionnaire(s).
 - Interview schedule(s).
 - Focus group / interview topic(s).
- The recruitment material:
 - Recruitment flyer / letter(s).
 - Participant Information sheet(s).
 - Participant Consent form(s).
- A copy of the confirmation of insurance cover from UniSA’s Insurance Officer.

The *Reference List* and *Research Tools (or reasons as to why there aren’t any)* are **mandatory** attachments.

Note: If documents cannot be attached electronically, a hard copy of the document(s) must be forwarded to the Principal Supervisor, and once the Principal Supervisor has approved the application, these documents must be forwarded to the Ethics and Compliance Officer. Neither the Principal Supervisor nor the Ethics and Compliance Officer can submit the Application for review by the next review stage in the workflow until all supporting documents are received.

It is advised that, wherever possible, documents are scanned and attached using the Attachments page.

*Also, the system can only accept a **maximum of ten** attachments. If there are more than ten documents to upload, please combine the additional documents into one zip file.*

Navigation:
Select the *Attachments* page under the *Attachment* section.

Application Status: **Draft** Workflow State: **Draft** Other Forms: Ethics Protocol

Form Action

Expand » Collapse «

- [-] Create New Ethics Application
 ✓ Create New Ethics Application
- [-] Investigator
 ✓ Investigator
- [-] Prior Assessment
 ✓ Non-UniSA HREC
- [-] Attachments
 ! Attachments
- [-] Declaration
 ▶ Declaration
- [-] Instructions
 ▶ Instructions

Attachments

Note: You can upload additional documents by clicking on the "Additional Attachments" link. Types of documents which should be attached include Reference List/Bibliograp Research Tools, Consent Form, Internet Questionnaire, Interview Questions, Focus Group Questions, Details of Observational Aspects, Details of Action Research Process, Guidelines on how to draft your participant information sheet are available at [Guidelines](#).

A model consent form is available at [Model Consent Form](#). Please ensure all irrelevant information is deleted as there are numerous notes to the researcher included in the form."

The system only accepts a maximum of ten (10) attachments. If you have more than ten documents to upload, please combine the additional documents into one zip file.

Document Description	Reference (Document Title)	Additional Attachments		
		Soft Copy	Hard Copy	
* 1. Reference List			<input type="checkbox"/>	
* 2. Research Tools (or reasons as to why there aren't any)			<input type="checkbox"/>	
3. Participant Information Sheet (as applicable)			<input type="checkbox"/>	
Consent Form (as applicable)			<input type="checkbox"/>	
Others (as applicable)			<input type="checkbox"/>	

Action: Click the icon next to the document type you would like to upload.

Result: *Upload File* form will appear.



Upload File [X]

To upload a file click 'Browse' to find the file. When you have found the correct file click 'OK' to upload it. If you decide not to upload a file at this time click 'Cancel'

File

Description (optional)
(Maximum length 50 characters.)

Action: Search for the file, provide a description (optional), and click the OK button to upload the file.

Result: the name of the uploaded file will appear under the Reference (Document Title) column of the Attachments table.

					Additional Attachments
Document Description	Reference (Document Title)	Soft Copy	Hard Copy		
Participant Information Sheet	onlinethics.bt	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Action: Add an additional document description. Click *Additional Attachments* link, at the top-right part of the Attachments table and enter a Document Description name in the text box displayed. Click the to save the new document type.

Result: A new document type is added and an attachment can be added.

3. Participant Information Sheet (as applicable)		<input type="checkbox"/>	
Consent Form (as applicable)		<input type="checkbox"/>	
Others (as applicable)		<input type="checkbox"/>	
<input type="text" value="Sample Document Description"/> *	<input type="checkbox"/>	<input type="checkbox"/>	



Step 10: Viewing Attachments

Navigation:

In the **Application Navigation** section, click the **Attachments** page, under the Attachment section.

					Additional Attachments
Document Description	Reference (Document Title)	Soft Copy	Hard Copy		
* 1. Reference List	testdoc.txt	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
* 2. Research Tools (or reasons as to why there aren't any)			<input type="checkbox"/>		

Action: For soft copies click on the **Document Title**.

Result: The attachment will open in a new window.

Action: View the attachment and close the new window once you have finished.

Repeat this step until all attachments have been reviewed.

Note: There may be more than one page for the uploaded attachments; this is indicated by the page counter at the bottom of the attachments table.

Change page: < 1 2 > | Displaying page 1 of 2, items 1 to 10 of 13.
 Change page: Go Page size: Change

Step 11: Deleting Attachments

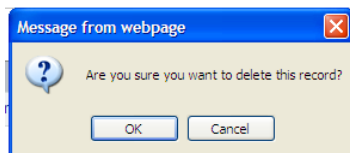
Navigation:

In the **Application Navigation** section, click the **Attachments** page, under the Attachment section.

					Additional Attachments
Document Description	Reference (Document Title)	Soft Copy	Hard Copy		
* 1. Reference List	testdoc.txt	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
* 2. Research Tools (or reasons as to why there aren't any)			<input type="checkbox"/>		

Action: Click the icon against the name of the attachment to be deleted

Result: A warning message is displayed



Action: Select **OK**

Result: Attachment is deleted.



Step 12: Adding Page Comments

There are two types of comments. They are:

Page comments – comments specific to a page within an Application.

Application comments – overall comments about the Application.

Comments written by the Applicant or another Investigator are visible to all Investigators listed on the Application and whoever reviews the Application. Thus they are visible to the Principal Supervisor, Ethics and Compliance Officer and the members of the Committee Review Group.

Navigation:

Go to the **page** where you would like the **page comment** entered.

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes sections like 'Form', 'Investigator', 'Principal Supervisor', 'Prior Assessment', 'Project Details', and 'Resources'. Under 'Resources', 'Data: storage, access, disposal' is highlighted with a red box. The main content area shows a form with a section titled 'Data: storage, access, disposal' containing questions 9.1 and 9.2.

Action: In the Toolbar, select the **Page Comments** icon  and click the **New Comment** link.

Result: **Page Comments** screen is displayed.

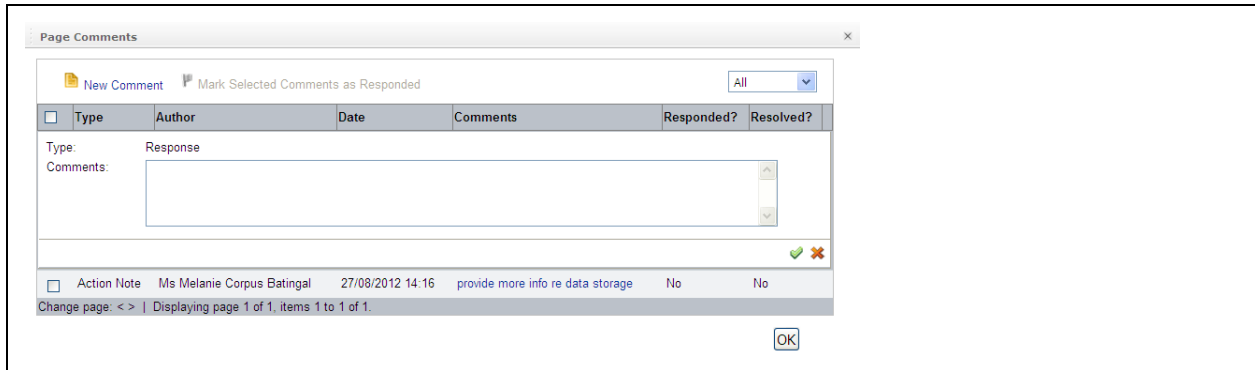
The screenshot shows a 'Page Comments' dialog box with a toolbar containing 'New Comment' and 'Mark Selected Comments as Responded'. Below the toolbar is a table with the following data:

Type	Author	Date	Comments	Responded?	Resolved?	
<input type="checkbox"/>	Action Note	Ms Melanie Corpus Batingal	27/08/2012 14:16	provide more info re data storage	No	No

At the bottom of the dialog box, there is an 'OK' button.

Action: Select the **New Comment**.

Result: Comments box is provided.



Action: Select the **Save** icon to save the comment, or **Cancel** icon to cancel the comment.

Result: Record is saved/cancelled.


Action: Repeat these steps to enter page comments through the application.

Result: Comments are added successfully.

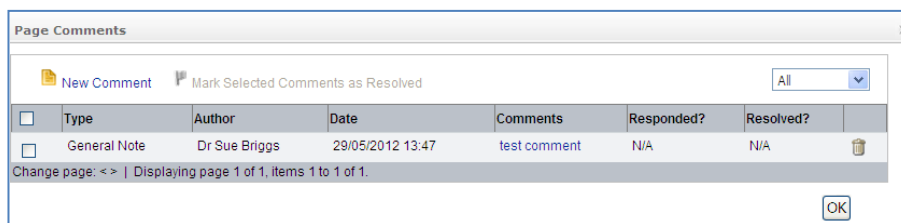
Step 13: Deleting Page Comments

Navigation:

Go to the **page** where you would like the **page comment** deleted from.

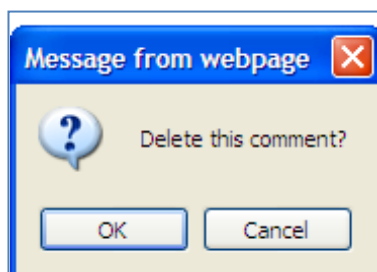
Action: In the Toolbar, select the **Page Comments** icon .

Result: **Page Comments** screen is displayed.



Action: Click the **Delete** icon next to the comment you wish to delete.

Result: Warning message is displayed.



Action: Click **OK**.

Result: Page comment is deleted.



Step 14: Adding/Deleting Application Comments

Application-level comments can be entered from any page in the form. These comments are not linked specifically to any page – only to the application as a whole.

Navigation:

Go to the **any page** within the application

Action: Select the **Application Comments** icon  from the Toolbar.

Result: **Application Comments** screen is displayed.

Repeat steps 8 and 9 within this section to add and delete **Application Comments**.

Step 15: Submitting a completed Form / application

Repeat [Step 8: Submitting a completed Form / application](#).

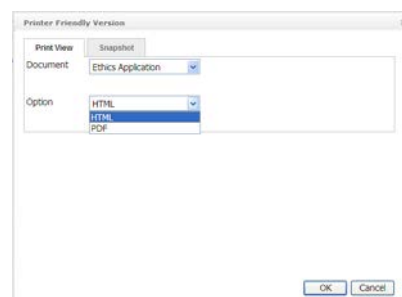


Step 16: Printing the Application

This function allows the Applicant to view the Application as a PDF or HTML file, enabling the Applicant to view their answers without navigating the System.

Navigation:

Click the **Reports**  icon from the toolbar.



Action: Select the Ethics Application from the Document field and select the either HTML or PDF. Select OK.

Result: Document will display in a new screen.

Application ID : 0000025646
Application Title : Test Staff Application
Date of Submission : N/A
Primary Investigator : Dr Sue Briggs

Project Details

Ethics Training

3.1 Have you had human ethics training in the last 24 months? (Please do not include training you have attended regarding how to use the online ethics system)**
 Yes
 No

Project Type

4.1 Main type of research (e.g. staff, PhD), **
 Course Approval
 PhD
 Honours
 Masters by Course work
 Masters by Research
 Professional Doctorate
 Undergraduate
 Graduate Diploma / Graduate Certificate
 Staff
 Other

Action: Document can be printed or saved.

Note: A PDF copy for both Ethics E1 and Ethics E2 forms of the Application is necessary to get the complete details.

Step 17: Responding to Reviewer's Comments

Once the Application has been submitted for review, the Application may be returned to the Applicant with Page Comments and/or Application Comments entered by the reviewer. This means that the Applicant is required to make changes to the Application. The Application will therefore be returned to the Applicant with one of the following status:

- ECO Update Required
- PS Update Required (for student applications)
- Approved Subject To
- Not Approved: Resubmit.

The process of responding to these comments is the same regardless of who wrote the comment.



A reviewer can enter two types of comments:

- General Comments
- Action Comments


Action Comments require the Applicant to respond to the comment and mark the item as 'responded' before they can resubmit the Application. General Comments do not require a response but should be viewed.

Navigation:

Select the relevant Application from the My Applications list. For this example, the application has the status *ECO Update Required*.

Applications


Type	Application ID	Application Title	Status	Primary Investigator	Process Stage	Template Name	Application Date
HUMAN	0000025646	Test Staff Application	ECO Update Required	Dr Sue Briggs	ECO Review	Melanie Copy of Ethics P2	N/A

Action: Check the sections/pages which have the action comment icon  next to them (Hint: Use the *Expand* link). Go to this section/page.

Result: Action comment icon displayed.

Collection Method

- ✓ Collection Method
- ✓ Participants Relationships
- ✓ Consent
- ✓ Consent Process

Action: Click the **Page Comments**  icon. You should see the Action Notes created by the ECO or Committee Review Group. Click the link on the Comments column to view the whole comment.

Result: Action note is displayed.


Collection Method

67.1 Data collected for this research project will be collected directly from participants (e.g. they are completing a question about themselves, their thoughts, their...

Yes

67.2

Page Comments

New Comment  Mark Selected Comments as Responded


Type	Author	Date	Comments	Responded?	Resolved?
<input type="checkbox"/>	Action Note	29/05/2012 15:23	please provide more information on your collectio...	No	No

Change page: <> | Displaying page 1 of 1, items 1 to 1 of 1.

OK

Click to view whole comment

Page Comments

New Comment  Mark Selected Comments as Responded

Type	Author	Date	Comments	Responded?	Resolved?	
<input type="checkbox"/>	Action Note	Mrs Angela Berndt	29/05/2012 15:23	please provide more information on your collection method	No	No

Type: Response

Comments: please provide more information on your collection method

Change page: <> | Displaying page 1 of 1, items 1 to 1 of 1.

OK

Action: Once the comment is read and the action understood select OK

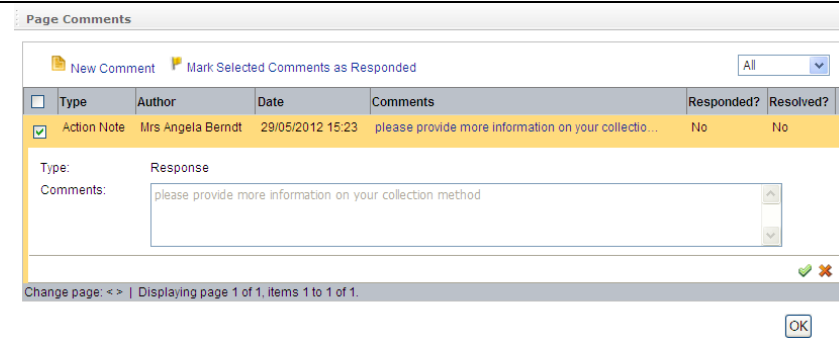
Result: Action comment will close.


Complete the required action



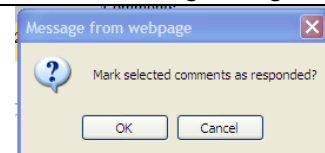
Action: Reopen action comment and check box next to action note.

Result: The  **Mark Selected Comments as Responded** will be enabled.





Action: Select  **Mark Selected Comments as Responded**



Result: Warning message.



Action: Select OK.

Result: The value of the **Responded** column for this Action Note will change from No to Yes. The marker for the page will also change from  to  , indicating that the action note for that page has been responded to.



Note: An Application can only be resubmitted once all Action items (Page Comments and Application Comments) have been responded to and therefore contain the  symbol. An Application cannot be resubmitted if there is a  symbol on the Application navigation (Form tab) area.

Submitting the Application

Once all action items and general comments have been responded to, the Application can be resubmitted. Refer to the [Submitting a Completed Form/Application](#) for the steps.



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EMAIL NOTIFICATIONS

Emails will be sent to all the Applicant, Principal Supervisor (if applicable) and Investigators listed on the Application whenever the status of the Application changes. Emails are also sent to the ECO and the Committee Review Group when their action is required.

AMENDING AN APPROVED APPLICATION

Amendments to an Approved Application cannot be made within the System. The process for amendment of an approved application is detailed at: <http://www.unisa.edu.au/res/ethics/human/amendments.asp>

TROUBLESHOOTING

If you are having trouble logging into the System or completing the form, please contact ethics@unisa.edu.au
If you require assistance completing the Application, please contact your Research Ethics Advisor.



APPENDIX

APPLICATION STATUS	
Term	Definition
Approved	The Committee Review Group has reviewed the Application and is satisfied that the project meets the requirements of the National Statement. The Application is “Approved”.
Approved Subject To	The Application has been reviewed by a Committee Review Group and returned to the Applicant with the review outcome “Approved Subject To”. The Applicant is required to make minor changes to the Application before resubmitting it for review.
Draft	An Applicant has started an Application.
E1 – HREC Chair	<p>The Ethics and Compliance Officer has forwarded the Application for review. At the time the Application was submitted, the System determined that the research project does not pose a foreseeable risk of harm or discomfort, and any foreseeable risk is no more than inconvenience. The Applicant was thus notified that the risk associated with the project requires E1 level of review. The Application is forwarded to the Chair or Deputy Chair or HREC for E1 review.</p> <p>The Chair or Deputy Chair of HREC review E1 Applications.</p>
E2 – Committee Group Review	<p>The Ethics and Compliance Officer has forwarded the Application for review. At the time the Application was submitted, the System determined that the research project poses only one potential foreseeable risk, that of discomfort. The Applicant was thus notified that the risk associated with the project requires E2 level of review. The Application is forwarded to a panel comprising 2 members: The Chair or Deputy Chair of HREC and the Applicant’s Research Ethics Advisor.</p> <p>The review panel reviews E2 Applications.</p>
E3 - HREC	<p>The Ethics and Compliance Officer has forwarded the Application for review. At the time the Application was submitted, the System determined that the research project poses more than low risk. The Applicant was thus notified that the risk associated with the project requires E3 level of review.</p> <p>The HREC reviews E3 Applications at the next monthly meeting.</p>
ECO Review	An Applicant has completed an Application and submitted the Application for review. The Application is forwarded to the Ethics and Compliance Officer for review.
ECO Update Required	The Ethics and Compliance Officer has reviewed the Application and requires the Applicant to provide additional information or amend answers provided.
Exempt	The Applicant has submitted an Application and the System has determined that the research is exempt from further review as the project involves the use of archived data only and the data collected is











	de-identified (ie does not contain personally identifiable information) and will not reported beyond the University.
Negligible	<p>The Applicant has submitted an Application and the System has determined that the research does not require further review as the project is either being:</p> <ul style="list-style-type: none"> • conducted solely for the purpose of internal quality assurance and will not be published or presented externally, or • conducted solely for the purpose of internal quality assurance but may be published externally however: <ul style="list-style-type: none"> ○ the data was gathered online or in writing, ○ the responses were provided voluntarily, ○ the respondents were advised of the possibility that the data could be used for such purposes, and ○ the anonymity of the respondents is maintained.
Not Approved	The Committee Review Group has reviewed the Application and is not satisfied that the project meets the requirements of the National Statement, nor that it can meet the requirements of the National Statement if changes are made. The Application is “Not Approved” and cannot be resubmitted.
Not Approved: Resubmit	The Committee Review Group has reviewed the Application and is not satisfied that the project meets the requirements of the National Statement; however, it could meet requirements after significant changes are made. The review outcome is “Not Approved: Resubmit”. The Applicant is required to make significant changes to the Application before resubmitting it for review.
PS Review	An Applicant has completed an Application and submitted the Application for PS Review.
PS Review – ECO Update	Supervisor to review changes made by the Applicant, in response to the Ethics and Compliance Officer’s (ECO) comments.
PS Review – Review Update	Supervisor to review changes made by the Applicant, in response to the Review Group’s (during E1, E2 or E3 review) comments.
Withdrawn	The Ethics and Compliance Officer has marked the Application as withdrawn because the Applicant has advised them that the research will not proceed.

COMMON TERMS	
Term	Definition
Committee Review Group	<p>Refers to one of three review groups that assess human ethics Applications. They are:</p> <p>E1 – HREC Chair</p> <p>E2 – Committee Group Review</p> <p>E3 – HREC</p>



ECO	Ethics and Compliance Officer
HREC	Human Research Ethics Committee
REA	Research Ethics Advisor

TOOLBAR		
Icon	Name	Description
	Next Page	Go to the next page in the application
	Previous Page	Go to the previous page in the application
	Save	Save the application
	Application Comments	Comments that apply to the application overall
	Reports	Reports menu to select and run a report, reports include the ability to print the whole application, application comments, attached documents and review outcomes
	Page Comments	Comments that apply to the current page
	Help	Help for the page or for the questions
	Exit	Exit the application and return to the Applications home page