

HUMAN RESEARCH ETHICS ONLINE APPLICATION

October 2016/V1.03

Guide for Researchers: Online Human Ethics Application Form

ENQUIRIES

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Introduction

Welcome to the manual outlining how to use the Online Human Ethics Form for researchers.

This manual provides step-by-step instructions outlining how to use the form and its capabilities. It is intended to provide general tips on functionality specific to the Research Master online application forms.

Human Research Ethics site offers a number of human ethics related resources designed to assist you in completing your application - <http://www.latrobe.edu.au/researchers/ethics/human-ethics>

Further Assistance

For technical assistance including access and logging in to Research Master.

Email: researchmasteradmin@latrobe.edu.au

Phone number: 9479 6843

HUMAN ETHICS APPROVAL AND PROCESS

For assistance in completing the form, further information regarding clarification of any fields, specific content, or ethical conduct; please contact the relevant Human Ethics Officer for the committee reviewing your application.

Senior Human Ethics Officer

University Human Ethics Committee

Phone: 9479 1443

Email: humanethics@latrobe.edu.au

Human Ethics Officer

Arts, Social Sciences and Commerce College Human Ethics Sub-Committee

Phone: 9479 6012

Email: chesc.assc@latrobe.edu.au

Human Ethics Officer

Science, Health and Engineering College Human Ethics Sub-Committee

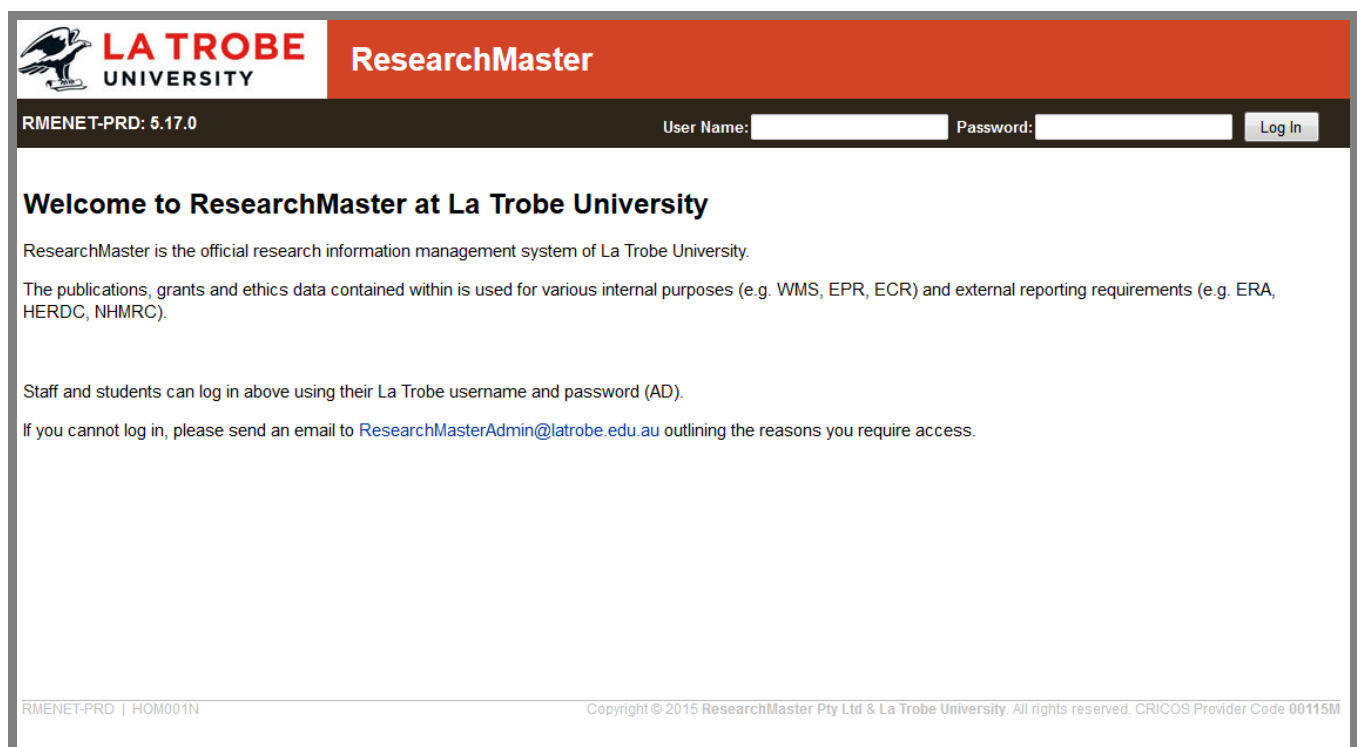
Phone: 9479 3370

Email: chesc.she@latrobe.edu.au

Log in to Research Master

Go to <https://rmenet.latrobe.edu.au/RMENet/>

Staff and students must log in with their La Trobe University active directory username and password.



The screenshot shows the ResearchMaster login interface. At the top left is the La Trobe University logo. To its right, the text 'ResearchMaster' is displayed in white on a red background. Below this, a dark grey bar contains the version 'RMENET-PRD: 5.17.0' on the left, and login fields for 'User Name:' and 'Password:' on the right, with a 'Log In' button. The main content area is white and contains the following text: 'Welcome to ResearchMaster at La Trobe University', 'ResearchMaster is the official research information management system of La Trobe University.', 'The publications, grants and ethics data contained within is used for various internal purposes (e.g. WMS, EPR, ECR) and external reporting requirements (e.g. ERA, HERDC, NHMRC).', 'Staff and students can log in above using their La Trobe username and password (AD).', and 'If you cannot log in, please send an email to ResearchMasterAdmin@latrobe.edu.au outlining the reasons you require access.' At the bottom, a footer bar contains 'RMENET-PRD | HOM001N' on the left and 'Copyright © 2015 ResearchMaster Pty Ltd & La Trobe University. All rights reserved. CRICOS Provider Code 00115M' on the right.

If you are experiencing difficulty logging in:

- Check that you don't have your Caps Lock on.
- Check that you are using the correct password or that it hasn't expired.
- Reset your active directory password if required.
- You may not have permission to access Research Master Online.

Resetting your password

- Contact the ICT Help Desk on 9479 1500
- Online for staff: www.latrobe.edu.au/staff/passwords
- Online for students: www.latrobe.edu.au/students/it/reset-password

Further Assistance

If you require access to **Research Master** and currently are experiencing difficulties logging in, please send an email requesting authorisation and outlining the reasons you require access, to ResearchMasterAdmin@latrobe.edu.au

APPLICATIONS

ACCESS EXISTING AND CREATE NEW ETHICS APPLICATIONS

From the menus under the banner at the top of the page, select the drop-down menu for **Ethics**, then click on **Applications**.

The screenshot shows the ResearchMaster application interface. At the top, there is a banner with the La Trobe University logo and the text 'ResearchMaster'. Below the banner, a navigation bar contains links: Home, Ethics, Personnel, Projects, Research Outputs, System Administration, and Help. The 'Ethics' link is highlighted, and a dropdown menu is open, showing options: Manage Applications, Applications, View Committees and Panels, and Manage Committee Meetings. The 'Applications' option is selected. Below the navigation bar, there is a section titled 'Home' with a message: 'You have successfully logged in. Please use the menu above to select your required module.' Below this message, there are two bullet points: 'Submit Summary (RAS) & Research Funding Application (RFA)' and 'View your Research Profile (Publications and Projects)'. At the bottom of the page, there is a footer with the text: 'RMENET-PRD | HOM001Ha Copyright © 2015 ResearchMaster Pty Ltd & La Trobe University. All rights reserved. CRICOS Provider Code 00115M'.

EXISTING APPLICATIONS

The **Applications** page will display a table containing all existing applications that you have either created yourself, or in which you have been named as an investigator. To access an existing application, click on the required **Application Title** from this table.

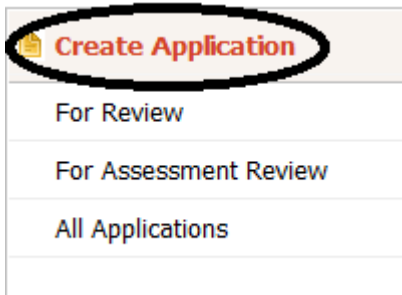
The screenshot shows the ResearchMaster application interface. At the top, there is a banner with the La Trobe University logo and the text 'ResearchMaster'. Below the banner, a navigation bar contains links: Home, Ethics, Personnel, Projects, Research Outputs, System Administration, and Help. The 'Ethics' link is highlighted, and a dropdown menu is open, showing options: Manage Applications, Applications, View Committees and Panels, and Manage Committee Meetings. The 'Applications' option is selected. Below the navigation bar, there is a section titled 'Applications'. On the left side of this section, there is a sidebar with links: Create Application, My Applications, Draft, For Review, For Assessment Review, and All Applications. The 'My Applications' link is selected. On the right side of this section, there is a table with the following columns: Application ID, Application Title, Primary Investigator, Status Process Stage, Stage Due Date, Template Name, and Date Created. The table contains two rows of data:

Application ID	Application Title	Primary Investigator	Status Process Stage	Stage Due Date	Template Name	Date Created
0000020923	Project Title of Human Ethics Appl...	Ms Angela Ninis	Draft Researcher Creating Draft Application	17/07/2015	HRE Application Form v1.0	17/06/2015
0000020922	New Application		Draft Researcher Creating Draft Application	17/07/2015	HRE Application Form v1.0	17/06/2015

At the bottom of the page, there is a footer with the text: 'RMENET-PRD | ETH001M Copyright © 2015 ResearchMaster Pty Ltd & La Trobe University. All rights reserved. CRICOS Provider Code 00115M'.

CREATING NEW APPLICATIONS

To create a new application, select 'Create Application' at the top of the table on the left side of the screen.



Once you click 'Create Application', the first screen you will come across is:

The screenshot shows the 'New Application' screen in the ResearchMaster system. The header includes the La Trobe University logo and the text 'ResearchMaster'. Below the header, there is a navigation bar with links: Home, Ethics, Personnel, Projects, Research Outputs, System Administration, and Help. The main content area is titled '0000020811 : New Application' and shows the application status as 'Draft' and the process stage as 'Researcher Creating Draft Application'. The form is titled 'HRE Application Form v. 1.0'. On the left, there is a sidebar with a 'Form' tab and a 'Form Legend' section. The 'Form Legend' includes icons for 'Page complete', 'Unanswered or not valid', 'Not yet accessed', 'Save page or contact admin', 'General comment', 'Comment requires action', 'Responded to by user', 'Resolved by office', and 'Mandatory question'. The main content area is titled 'Important Information' and contains a section titled 'IMPORTANT INFORMATION FOR ALL APPLICANTS:'. This section lists several bullet points regarding the application process, including the requirement for written approval from the UHEC or relevant CHESC, the need for supporting documentation, and the requirement for annual progress reports. The bottom of the screen contains a 'Contact Details' section with the text 'Human Ethics Approvals and Process' and a note about contacting the Ethics Officer for help.

Navigating the form

The screenshot shows a navigation menu on the left side of the screen. At the top, there are two tabs: 'Form' and 'Action'. Below the tabs, there are two links: 'Expand »' and 'Collapse «'. The menu itself is a list of sections, each with a small icon to its left. The sections are: 'Administration' (with a checkmark icon), 'Section 1 - General Details' (with a plus icon), 'Section 2 - Project Overview' (with a plus icon), 'Section 3 - Participants' (with a plus icon), 'Section 4 - Risks' (with a plus icon), 'Section 5 - Data & Records' (with a plus icon), and 'Section 6 - Finalise Application' (with a plus icon). Under 'Administration', there are three sub-items: 'Important Information' (with a checkmark icon), 'Guide to completing this eForm' (with a plus icon), and '[Office Use Only]' (with a plus icon).

NAVIGATION MENU

This eForm comprises six sections, each containing a number of pages. You can skip to any section using the navigation menu to the left of your screen.

Each page contains several questions concerning your research project. Some pages and questions will only be visible based on answers provided throughout the form.

The screenshot shows a 'Form Legend' box. It contains a list of icons and their meanings: a green checkmark for 'Page complete', a red exclamation mark for 'Unanswered or not valid', a yellow triangle for 'Not yet accessed', a question mark in a blue box for 'Save page or contact admin', a blue speech bubble for 'General comment', an orange speech bubble for 'Comment requires action', a yellow speech bubble for 'Responded to by user', a green speech bubble for 'Resolved by office', and a red asterisk for 'Mandatory question'.

PAGE INDICATORS

Icons will appear next to the page titles. These may show you've missed a section or a reviewer has left a comment which requires you to address. The Form Legend in the lower left of the screen provides a key to these icons.









Mandatory questions display a red asterisk (*).

Questions may be skipped while working through the form, but **ALL** questions must be completed before final submission.


You can access different functions of the eForm using the toolbar at the top right of the screen.



DESCRIPTION OF SYMBOLS IN THE TOOLBAR


 	Navigates to the previous or next page.
	Save
	Reports (print) – select HTML or PDF to save and/or print.
	Application Comments
	Page Comments
	Help
	Exit

Hovering your cursor over each of the icons also gives a brief description of their individual function.

You may also see the “Needs Signature” icon , which indicates the records you are responsible for signing.


ACCESSING HELP AND TIPS

Some questions contain detailed instructions. Be sure to read these carefully, as failure to complete all sections appropriately may result in your application being returned to you.

Further guidance and instructions are located throughout the form and can be accessed by clicking the Help icon  where applicable.


Help is available on each page throughout the form and may be found in the top right toolbar. There are also specific help options available for some individual questions.

For example, clicking on the help icon next to this question activates a pop-up box containing further information:

1.5. Period for which ethical approval is sought * 

☐ Immediately upon receiving ethical approval
☐ Other date

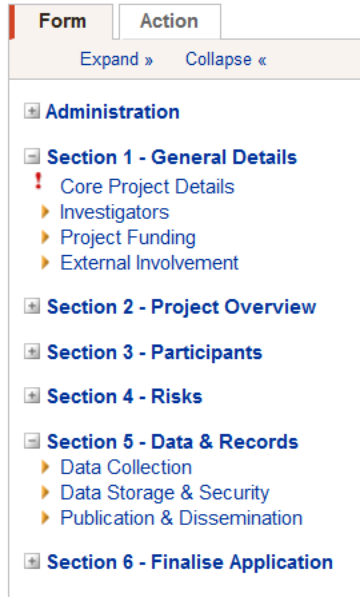
1.5.a. If other, what is the expected date for the commencement





Please note, ethics approval is valid from the date of your approval letter even if you intend to commence your research at a later date.



NAVIGATING THROUGH SECTIONS

The navigation menu on the left of the screen allows you to navigate between sections and their contained pages.




Use the **Expand »** and **Collapse «** links at the top of the navigation menu to view or hide the contents of the entire form menu. You can also use the expand  or collapse  icons to expand one section at a time.


NAVIGATING THROUGH PAGES

The green arrows   at the top, or the bottom, of the screen can be used to navigate to neighbouring pages.

You can also select any page at any time from the navigation menu, by expanding the section and clicking on the page title.


SAVE AS YOU GO

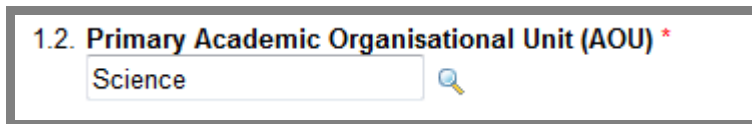
Save your application at any time, by clicking on the save/floppy disk icon . Note that each page will save automatically as you move between pages using the green arrows, or when you enter a new page from the form menu, **however, as Research Master has a timeout feature, it is recommended that you manually save your work periodically to avoid losing it.**

You may exit Research Master and return to your application at any time. Always remember to click **Save**  before you logout.


When you return, you will find a list of your saved applications in **Draft** status under **Ethics > Applications**. You can also find a complete list of your applications under **Ethics > Manage Applications**.

USING THE SEARCH FUNCTION

Some questions may require the use of codes or records already available in the Research Master database. You can search through and select these records by entering a search term (code, or word) in the space provided and then clicking on the magnifying glass  next to the required field.



1.2. Primary Academic Organisational Unit (AOU) *

Science 

TIP: You must click on the magnifying glass next to the field in order to search. Hitting “Enter” on your keyboard does not activate the search function in this form.

A pop-up box will appear with a list of options if there is more than one possible outcome when you enter a search term. As the system will look for an exact match, it is best to limit your search to one or two key words, to maximise your search result, for example: Under **Core Project Details** in Section 1, Question 1.2 requires you to enter the Primary Academic Organisational Unit (AOU) responsible for the project. To return “Agricultural Sciences”, enter “science” as your search term, then select the correct option by clicking the code, “1160” from the list in the pop-up window.

ADDING INVESTIGATORS TO THE PROJECT

Questions 1.7 to 1.9 require you to record the details of all investigators associated with your project, including students. Once someone is named on the application, they will automatically have system permission to log in to Research Master and view, or edit, the application form.

Reminder: You must click on the magnifying glass in order to search. Hitting “Enter” on your keyboard does not activate the search function in this form.

The screenshot shows the ResearchMaster application form for a new application (0000020812). The form is titled "Investigators" and contains three questions (1.7, 1.8, and 1.9) related to student involvement, personnel involvement, and listing all investigators. A search box is provided for finding personnel, and a table is shown with columns for ID, Name, Primary Contact?, Type, Role, Phone, College, Email, Qualification, and Experience. A "Form Legend" is also visible on the left side of the form.

Form Legend

- ✓ = Page complete
- ! = Unanswered or not valid
- = Not yet accessed
- 🔍 = Save page or contact admin
- 📄 = General comment
- 📄 = Comment requires action
- 📄 = Responded to by user
- 📄 = Resolved by office
- * = Mandatory question

Investigators

1.7. Will any students be involved in the conduct of this project?
This includes both Student Projects, where research is being undertaken for the degree in which the student is enrolled, and Staff Projects, where research is being undertaken by an Academic Staff Member that involves a student(s) carrying out some part of the project. *

☐ Yes
☐ No

1.8. Will any personnel who are not current staff members or students of La Trobe University be involved in the conduct of this project? *

☐ Yes
☐ No

1.9. List all investigators associated with this project.
Important: The Chief Investigator must be a staff member of La Trobe University or affiliated institute.
For student projects, the Chief Investigator/Primary Contact must be the supervisor, not the student. *

Search Name/ID: [Advanced Search](#)

ID	Name	Primary Contact?	Type	Role	Phone	College	Email	Qualification	Experience
No records to display.									


Tips and Help




- Please click the [Question Help icon](#) above for instructions on how to search for personnel and use this table.
- Once an Investigator record has been added, click on the name in the table above to open the record and edit the information required.
- Ensure that all details retrieved from database are up to date and correct. If system generated information is incorrect, [please contact](#).
- If you are unable to find a personnel record in this system which must be added to your application, [please](#) ...

If you are searching for a person, you can enter a given name, surname, staff (or student) eight-digit ID number, in the search box and then click the magnifying glass icon . Other records may be found using system codes, or keywords.

The **Advanced Search** option expands your selection and allows a more thorough and specific search.

1.9. List all investigators associated with this project.
Important: The Chief Investigator must be a staff member of La Trobe University or affiliated institute.
 For student projects, the Chief Investigator/Primary Contact must be the supervisor, not the student. *

Search Name/ID:  [Advanced Search](#)

ID
 Surname
 Given Name
 Gender ☐ Male ☐ Female ☒ Unknown
 Classification ☐ Academic ☐ General ☒ Unknown
 AOU 
 Managing Unit 
 Organisation 
 Type ☐ Internal ☐ External ☐ Student ☐ Both ☒ Unknown

ID	Name	Primary Contact?	Type	Role	Phone	College	Email	Qualification	Experience
No records to display.									

NOTE: “Advanced Search” remains hyperlinked and there is no option to reduce the search box back to the basic field once it has been selected and expanded.




Some records, for example, new students and external investigators, may not exist within the **Research Master** database yet. You may request these personnel records to be added by sending a request to ResearchMasterAdmin@latrobe.edu.au

EDIT INVESTIGATOR DETAILS

To enter, or change, details about listed investigators, select their name from the table.

The record will expand to allow you to answer the questions that are not pre-populated from the University’s database. **It is mandatory to complete all questions for every investigator associated with a project.**

If you notice that any system-generated information is incorrect, contact the system administrator on ResearchMasterAdmin@latrobe.edu.au to provide the correct information for amendment, or upload to the database.

Once you are confident that all information is correct, select the green tick at the bottom right hand corner of the expanded record  to save your work. You can also exit the expanded record by selecting the cross . You can also delete the record entirely by clicking on the rubbish bin icon associated with a particular record, appearing in the far right column of the table .



ADD AND EDIT ATTACHMENTS

All external forms and supporting documentation must be uploaded under **Documents & Attachments** in **Section 6 – Finalise Application**

Based on your responses to each question throughout the form, a list of required attachments will appear at the top of this page. These attachments are compulsory and the application will not be considered if these are incomplete.

Documents & Attachments












The following documentation must be attached to your application:


-  Copy of proposed Participant Information Statement(s) (use the templates provided on the [La Trobe University Human Research Ethics website](#))
-  Copy of proposed recruitment advertisements, flyers, advertising materials, etc.


Uploading Attachments











All pre-existing mandatory documents will also appear in this section, under part 6.1. Any additional documentation and attachments listed above, that were generated by responses to your questions, must also be uploaded to this table.


6.1. Attach each of the items specifically listed above as well as any other supporting documentation. *

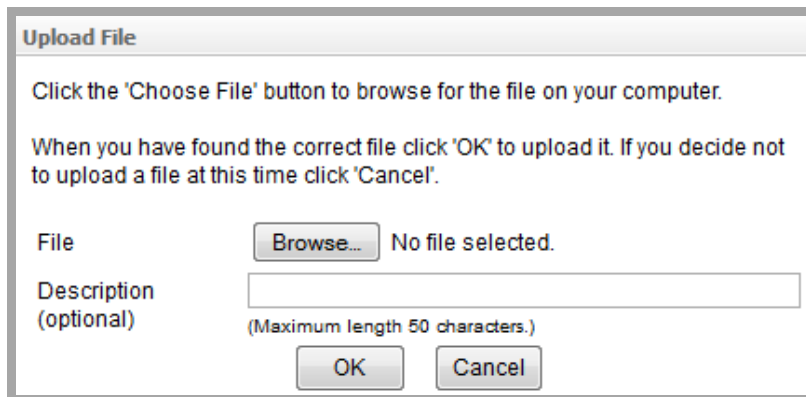
 Add New Document				
Document Type	Document Title/Description	Upload Document	Not Required	
* Participant Information Statement			<input type="checkbox"/>	
Consent Form			<input type="checkbox"/>	
Withdrawal of Consent Form			<input type="checkbox"/>	
Declaration Form for External Investigators			<input type="checkbox"/>	
Reference List			<input type="checkbox"/>	

Upload a new document by selecting the **Add New Document** icon  **Add New Document** which is found in the top right of the table.

Once selected, a field box will appear at the bottom of the table. Type the name of the document you would like to upload, into this field box. This will be the name of your document and will be listed as the document title under the **Document Type** column in the table. Click on the  icon to create the entry.

Withdrawal of Consent Form		<input type="checkbox"/>	
Declaration Form for External Investigators		<input type="checkbox"/>	
Reference List		<input type="checkbox"/>	
Advertising Material (flyers etc.)		<input type="checkbox"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	 

Once the entry is created you will be able to upload an attachment by clicking on the **Upload Document** icon  in the column with the same title. An **Upload File** window will pop up.



Upload File

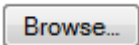
Click the 'Choose File' button to browse for the file on your computer.

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 No file selected.

Description (optional)

(Maximum length 50 characters.)


Select **Browse**  and a **File Upload** window will appear for you to locate the file you would like to upload from your computer. Select the desired file and click **OK**. This will then return you to the **Upload File** window within the application form. Although optional, it is recommended that you provide a brief description of your file, particularly if there is more than one file being uploaded with a similar name. Once you are satisfied, select **OK**. Your upload will now appear in your document list.



TIP: The actual name of the file will appear under the **Document Type/Description** column in the table, so ensure this is appropriately named before uploading.

DECLARATION – INTERNAL STAFF AND STUDENTS

All listed investigators involved and named in the application **MUST** provide a digital signature prior to submission of the form. The system will not allow you to submit an incomplete form.


All investigators must read the application and the **Investigator Declaration** under **Section 6 – Finalise Application > Declaration** before “signing” the declaration.

Item **6.3** is the **Declaration Table**. This table contains all named investigators. There will be a **Needs Signature** icon  next to your name, as well as any records of investigators you are responsible for, for example (for Chief Investigators only), external investigators who are not authorised to access the **Research Master** database.

When you select the **Needs Signature** icon , the record you selected will expand for you to indicate that you agree with the declaration. Click on I Accept, then enter the date and select the green tick icon  at the bottom to submit your signed declaration.

DECLARATION – EXTERNAL INVESTIGATORS

As **External Investigators** do not have direct access to **Research Master**, it is the responsibility of the **Chief Investigator** to supply a completed hard copy declaration on their behalf. The **Chief Investigator** must

extract a copy of the complete application by selecting the Print (Reports) icon  in the toolbar at the top right of the screen. A pop-up window will appear for you to select the document you wish to print, in this case **Ethics Application**. Select the format you would like, either HTML or PDF, then click on the **Generate** icon to create your extract. All external investigators must also receive a copy of any attachments listed in the application, as well as the **Declaration Form for External Investigators** to complete and return.


Once external investigators have returned the signed Declaration Form for External Investigators, this must be uploaded into the attachments table in Section 6.1.

The application cannot be submitted until ALL members of the research team have separately logged in and completed their individual declaration.

Tip: Research Master requires the use of **pop-ups** to generate reports. Please ensure pop-ups are enabled in your browser.

FINALISE & SUBMIT APPLICATION

Applications may only be submitted once you are confident that all required fields have been answered and all supporting documentation has been uploaded.


*Reminder: As you will not have access to your application once it is being reviewed, it is recommended that you save a copy of your application prior to submission using the **Report** icon .*

Once you are confident that all required information is correct and complete and you have saved a copy of your application, along with all attachments, select the **Action** tab from the left **Navigation Menu**. Here you are given an option to email a copy of the application (including attachments), as well as submit, or delete your application record.

To submit your application, go to the **Navigation Menu > Action tab > Submit Application**. A pop up window will appear asking you to confirm you would like to submit. Click on the Action tab in the left navigation menu, then click Submit Application. The system will convert the form to a read-only format and notify the Human Ethics Officer that the application is ready for review.

[Home](#)
[Ethics](#)
[Projects](#)
[System Administration](#)
[Help](#)

0000021511 : New Application

Application Status: **Draft** Process Stage: **Researcher Creating Draft Application** Form: **v1.1 HRE Application F** 

Form

Action

Expand » Collapse «

Administration

✓ Important Information

➤ Guide to completing this eForm

➤ [Office Use Only]

⊕ Section 1 - General Details

⊕ Section 2 - Project Overview

⊕ Section 3 - Participants


Submission Details

Reminders


- All applications must be sighted and approved by all members of the above, including any declaration forms supplied on behalf of External
- It is strongly recommended that you save a PDF version of your app
- All investigators will receive a confirmation email once this application
- You can check on the progress of this application at any time by view

EMAIL A COPY OF YOUR APPLICATION

It is recommended that investigators email a copy of the final and complete application to themselves prior to submitting the application for approval, as you will lose access to the electronic record while it moves through the formal review process.

Select **Email Copy of Application**. A pop-up window will appear containing a list of all investigators associated with the application under **Recipient List**. You are also able to email your application to anyone who is in the University's Research Master database, by entering their name or ID in the search box and clicking on the magnifying glass icon .


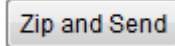
Adding Recipients to Your Email

This window will show all personnel named on the application. You may also select any students or staff members within the La Trobe University database by typing a search term into the **Enter Name** field and clicking the magnifying glass . To search for and add a person, follow the same process outlined in **Using the Search Function** of this guide.

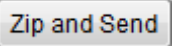

Adding Attachments to Your Email

You may then select the files you wish to attach to your message. The window will list a copy of the completed application form **Ethics Application.pdf**, as well as any documents that are currently uploaded in **Section 6 > Documents & Attachments**. Mark the check box beside each document listed to include it in the email.

Emailing Your Application

The content of the email uses a pre-determined template. Once you have selected the recipients and attachments, click . It is recommended that you select Zip and Send  for larger applications. You will receive a confirmation message on the screen once the email has been successfully sent.

Success: The application has been successfully submitted to the Ethics Officer to be reviewed by the UHEC.

Select the intended recipients of the application, as well as any attachments, then choose to either **Zip and Send**  (recommended if there are many and / or large file attachments), or **Send**  your email.


DELETING THE APPLICATION

From the **Action** tab in the left **Navigation Menu**, you can also submit or delete your application.

To remove the application from the system, click **Delete Draft Application**.

Note that you will not be able to delete the application at any other stage. If you wish to withdraw your application after submission, you will need to notify a Human Ethics Officer.



PRINT OR SAVE A COPY OF YOUR APPLICATION

You can use the **Report** icon  at any stage to generate a printer- friendly version of the form.

Select **HTML** to print to screen. To save as a **PDF** to your computer, select **PDF**, then save a copy from the pop-up screen (how you do this will depend on the PDF reader you have installed).

AMENDMENT PROCESS – APPLICATION COMMENTS


There may be stages throughout the application process in which the **Human Ethics Officer** will instruct you to amend your application form. These amendments will be communicated to you via **Comments** within the form.


Comments can either relate to the application as a whole (**Application Comments** ) or to a specific page or question (**Page Comments** )


Comment Indicators (Flags)

Coloured flags indicate the type and / or status of the comment and will appear against the application title or next to the applicable page titles in the navigation menu. A coloured flag will also appear against each section title where a comment exists on a page within it.

There are two types of comments – **General Comment** and **Action Comment**.

A General Comment will appear as a blue flag . General Comments are used to make notes of observations about the application. You usually need to respond to a General Comment by answering a question or clarifying a point. The comment may help inform you as to how to improve your application overall.

An Action Comment will appear as red flag . The red flag indicates that you are required to amend questions in your application in order to proceed with the ethics process. You must also provide an answer to the comment.


 Red flag Action required: researcher to view comment and make changes.

 Yellow flag Responded: awaiting resolution from Ethics Secretary.

 Green flag Resolved: response deemed satisfactory, no action required.

 Blue flag General comment: no action required.

View All Comments



To generate a list of all comments within your application, click the **Report** icon . Select Comments report from the Document drop-down field and click OK.


This list will provide you with an overall picture of the changes you are required to make throughout the entire application. Click Cancel to return to the form.

1. Responding to Action Comments (red flags)

Important: Please follow the instructions below carefully. You are required to amend the appropriate question within the form and respond to the **Action Comment** by creating a new comment and mark the Actions Comments as **responded**. You will not be able to submit the application until all points outlined below are completed.

View the Comment

To view the comment, open the page which displays a red flag , then click the Page Comments icon . A new window will pop up, listing all of the comments against that page. Hover over the comment text to view it, or click on the comment text to open it up.



Page Comments

New Comment Mark Selected Comments as Resolved All


Type	Author	Date	Confidential?	Comments	Responded?	Resolved?
No records to display.						

Change page: < > | Displaying page 1 of 1, items 1 to 0 of 0.

Note: Click the green tick to save each new comment.

Close Window




Amend the Form Answers


Click **OK** to close the **Page Comments** box to go back to the application form. Amend the answers directly within the application form as per the required changes. Remember to save the page using the floppy disk icon .

Provide a Response

Once you have amended the relevant question inside the form, you must provide a response to the Action Comment which briefly outlines to the Committee how you have revised your answer within the form.

Re-open the Page Comments box  and click  **New Comment** to enter your response.

Remember to click the green tick  at the bottom of the table to save your response, or the red cross  to exit without saving. You can delete your response by clicking the rubbish bin  on the right of the table.

Clicking **OK** will **NOT** save your response. Remember to click the green tick .

Mark Action Comments as Responded

When you have responded to all of the **Action Comments** on a page, select each **Action Comment** using the check boxes and click **Mark Selected Comments as Responded**.

The colour of the flag will now change to yellow  and the page will become **Read Only**.

Important: Do not mark the comments as **Responded** until you are completely satisfied with your revised answers. You will lose access to edit the page or the comments.

2. Responding to General Comments (blue flags)

Please ensure you provide a response to General Comments. You may find that you need to write a comment but do not need to amend the application form for some General Comments. Please also note for General Comments, you do not need to mark the comment as responded to and the colour of the flag will not change.

Resubmit the Application

Once you have made all of the required amendments and responded to all of the Action Comments on the application, click on the **Action** tab in the navigation menu, then choose **Submit Revised Application** to resubmit the application for review.