

Institutional Biosafety Committee Online Form

Chief Investigator Approval and Signoff – A Quick Guide

INSTRUCTIONS:

Step 1: Login to RMENET: <https://iris.mq.edu.au/rmenet/>
with your MQ or MQX OneID and Password

Step 2: Select **Ethics>>Applications** from the main commands across the top

Step 3: Select **My Applications >>Drafts** on the left hand tab, here will find any applications that are awaiting your approval and signoff

Step 4: Click on the application you would like to view.

Step 5: Navigate through the form by clicking on the expandable sections or by using the green arrows. Right hand top pane icons will appear as follows: **Next page, Save, Application Comments, Report, Page Comments, Help, Exit**



Step 6: To save the application as a HTML/PDF, click the **Report** button then select **Ethics>>Application** or read through the application using the green arrows

Step 7: To complete signoff proceed to **section 8: Signoff**

Step 8: Check the **“I agree”** box and then click on your blue hyperlinked name

8.1 Signoff

By submitting this assessment the Chief Investigator identified in Section A, confirms that any ~~without risk~~ to health, safety or the environment. The Chief investigator is responsible for ensuring

I agree

Declaration Signoff *

ID	Full Name	Type	Position	Declaration
TS888001	Dr Researcher TEST	Internal	Chief Investigator	<input type="checkbox"/>

Conflict of Interest *

I am also a member of MQ IBC

Other conflict of interest

I foresee no potential conflict of interest in submitting this research proposal to MQ

Step 9: The table will appear as below; check the **“I accept”** box and then the green tick

8.1 Signoff

By submitting this assessment the Chief Investigator identified in Section A, confirms that any supporting documents, training, without risk to health, safety or the environment. The Chief investigator is responsible for ensuring, so far as reasonably practicable

I agree

Declaration Signoff *

ID	Full Name	Type	Position	Declaration Signed? *
TS888001	Dr Researcher TEST	Internal	Chief Investigator	<input type="checkbox"/>

Full Name *

Dr Researcher TEST

Position *

Chief Investigator

ID

TS888001

Type

Internal External Student Both

I accept the above Declaration of Responsibility *

I Accept

Signoff Date

19/04/2016

Please do not forget to click the green tick (✓) on the right hand corner before proceeding to the next question

✓ ✕

Step 10: Declare any conflict of interest, save the application and then press **“Submit Application”**