Animal Ethics Online Forms

Introduction for Researchers

Dr. Dian Wahyu Utami
Research Office C5C
Dian.Utami@mq.edu.au

Animal Ethics – Online Forms

• From January 2014, all submissions of new applications for animal research/teaching will be done online.

• Online form employs logic based questions and will be forwarded automatically to relevant signoff parties upon submission.

  Ex: for project requiring housing in Central Animal Facility (CAF), specific questions about housing will appear in the form and the application will be forwarded automatically to the CAF manager for signoff upon submission.

• Other forms: Progress/Final report, Amendments and Unexpected Adverse Events (UAE) will still be done in paper form and can be downloaded from the MQ Animal Ethics website.

Workflow overview

Accessing the online form

• Ensure you are connected to the internet
• Open up a web browser (Firefox, Chrome, IE, Safari). Preferred browser in PC: Firefox.
• Go to the URL Address: https://iris.mq.edu.au/RMENET
• Make sure you allow cookies and pop up window
• Login with your OneID username and password eg: MQ2000XXX or student number 4XXXXXXX
• If you encountered any difficulties:
  – Read the AEC Review User manual available online
  – Contact OneHelp

  onehelp@mq.edu.au
  +61 2 9850 4455

Screenshot - Login

An introduction to Online Form

• From January 2014, all submissions of new applications for animal research/teaching will be done online.

• Online form employs logic based questions and will be forwarded automatically to relevant signoff parties upon submission.

  Ex: for project requiring housing in Central Animal Facility (CAF), specific questions about housing will appear in the form and the application will be forwarded automatically to the CAF manager for signoff upon submission.

• Other forms: Progress/Final report, Amendments and Unexpected Adverse Events (UAE) will still be done in paper form and can be downloaded from the MQ Animal Ethics website.
**Investigator**

- Search by MQ ID / student number, or first and last name.
- Investigator external to Macquarie can be added.
- Nominate Primary person for the project.
- Only Principal investigator / creator of the form can submit or delete application.

**Available actions**

- Notify investigators - Signoff
- Approved
- Report
- Sign off - Sign completed
- Announce Application
- Current application
- Send application

**Signoff**

- Use digital signature within workflow or add digital signature to report in the database.
- Notify the ethics officer or project manager (both are specified for each project before processing).
Submission
• All mandatory questions must be answered
• Signoff from all investigators must be completed.
• Submit your amendments back to the Research Office by the meeting cutoff date

When the application is returned to you for pre-meeting question / resubmission...
• You will receive an email when the AEC has sent you questions on your application.
• Log back in to: https://iris.mq.edu.au/RMENET
• Check comments on your application
• Made changes to your application as requested
• Provide comments >> Response Note
• Mark Action comments as “Responded”
• Submit your amendments back to the Research Office by the due date

Comments indicator
• There are flags to indicate different type of comments
  – General Comments
    Blue flag indicates the section (and pages) where general comments have been made. General comments can be of any nature and will not stop you from resubmitting the application.
  – Action Note
    The application will be returned to you as a read-only except the pages marked by the red flags. Action comments have been made on these pages. You are required to respond to these comments.
  – Responded Action Note
    When all action comments on the page have been responded, the red flags will change colour to Yellow. You will be only allowed to resubmit your application when all red flags has become yellow.

Viewing and responding comments
• While the application is opened, click

Screenshot – Action Comments Flag

Screenshot – Logging Out
• Please do not forget to Save your comments / changes
• And log out from IRIS after you have finished
Finally…

- Your feedback upon improvement of the form is always welcomed.
- User manual is available on the animal ethics website.

Thank you!