Animal Ethics Online Form
COMMITTEE SECRETARY USER GUIDE

This guide is provided for Macquarie University’s Animal Ethics Secretary and Administrators

Version 2.1

Prepared by: Dian Wahyu Utami – October 2015
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Introduction

Application for Animal Ethics Research submission to Macquarie University is performed online via Research Master Network (RMENET) in Integrated Research Information System (IRIS).

Who should use this form

As a member of the Animal Welfare Officer / Macquarie University Animal Ethics Secretariat/Admin, you are required to review and provide comments and perform administrative task relating to the Animal Ethics Online Form submitted by researchers.

This manual will help you to log in, manage the review process, provide comments, attach approval letters and enter key administrative information for each of animal ethics application form submitted through the online form in RMENET.

Before you start

- Ensure that you have an uninterrupted connection to the internet before login in.
- Installed a working web browser (current preferred browser: Firefox)
- Allow pop-up windows for the IRIS website (i.e. https://iris.mq.edu.au/rmenet)

Getting help

In addition to this instructional guide, there are several ways to get help or find information to assist you:

For issues specific to your animal ethics application:

Technical help via OneHelp
Enquiry / Report a problem
Email: onehelp@mq.edu.au
Phone: +61 2 9850 4455

How to Log In

Go to: https://iris.mq.edu.au/RMENet/
Use your OneID Username and Password (normally it is your MQ staff number)

You will be greeted with the home screen.
Go to the dropdown menu Ethics >> Application.

Some functionality under Ethics Menu:

1. Manage application
   Select these to search (filter) application, to assign applications to committee meetings or to delete applications

2. Applications, with submenus:
   2.1. Create application
       Create a new application (animal or human)
   2.2. My Application
       Select this to view all of your applications in various stages (approved, draft or pending)
   2.3. For Review
       Select this to display applications under Review state. For Assessment Review
       This status is given to application at AEC meeting state
   2.4. All application
       Select this to search application / view app applications

3. Committees and Registers
   Displays all committees and scheduled committees meeting

4. Manage Committee Meetings
   Select this menu to Create and Manage committee meetings
Searching and accessing application

You can access the applications via Application >> All Applications.
Alternatively, if you are searching for a specific application, you need to use Manage Application, function under Ethics. You can then expand Filter your application.
Select Show: All application to bring up all the fields available for searching.

System Navigations

Once the application is opened, you will be presented with several window panes and icons

Layout and navigational panes

1. **Left hand side pane**
   This is the navigation pane containing sections of the application form.

2. **Right hand top pane**
   This pane contains navigational icons, available throughout your application

3. **Main pane**
   This pane shows the content of the form (instructions, questions and links)

Left hand side pane

There are three tabs visible in this left hand side pane:

1) **Form**
   This contains the hyperlink index to each section of the application forms. Also available, the option to expand or collapse the section tree of the form.
   A green tick mark (✔) should be displayed for each page, indicating that the page has been completed. It is advisable that you fill in the form sequentially.

2) **Review**
   The Action tab contains action links to execute the following request:
   - **AEC Member** – To assign/unassign AEC member to review.
   - **Review Outcome** – To see all the outcome decision of all the AEC members

3) **Action**

   ![Action pane]

   See Appendix for description of these actions

Right hand top pane

These are, respectively:

Next Page, Save, Application Comments
Reports, Page Comments, Help, Exit
Main Pane

The main pane displays information and question of the form. You may click on any of the active link without navigating away from your form.

Asterisk

Any field marked with a red asterisk is a mandatory field and must be completed before you can progress.

Help Icon

Context-sensitive help is available for every question in each section throughout the application by clicking the blue question mark icon.

Next Page Icon

This icon is displayed on the right hand bottom corner. This will take you to next section. Clicking this icon will also automatically save the application.

Confirm or Cancel Icon

These icon will be shown on the lower right hand corner on any subwindows appearing as a part of a table entry.

Research Master will save when you move to the Next Page, but please to also remember to Save as you go!
Administrative process for new application

When the application first submitted to Research Office (RO), the application status will be marked as “New Application”. Complete list of available Application Status are listed in. A few administrative processes are to be performed while the application is at this stage. This includes:

**Checks**

1. Check if the application is complete, with signoff provided all investigators and by Head of Department (HOD) if required.
2. Check if investigators are all entered correctly. Check if there is any internal MQ investigator that should not have been entered as external.
3. Check if there are possible conflicts of interests.

**Enter Administrative Information**

1. Go to Office Use Only page >> Admin, assign ARA number, write also in bracket within the title field (eg: “(2014/099) Title”) to ease searching from RMEWIN
2. Complete the rest of the Admin page fields, including Clearance Purpose Code, Facility, Meeting Date

You may proceed with process to prepare the application to be sent to AEC.

Note: Complete list of available application statuses are listed in Appendix A.

**Sending Application to AEC for pre-meeting**

1. Select AEC members to send the application to. Go to Review Tab >> AEC Member

2. Select Animal Ethics Committee to add the whole committee

3. If there is a conflict of interest, remove these personnel from the AEC members. This is done by ticking the AEC member name and clicking delete button on the right hand side

4. Go to the Action Tab, select To AEC – PreMeeting Review to send this application to the AEC. Email will not be sent as they are implicit within the agenda.

If a committee has been assigned, the application will be re-submitted to the relevant secretariat straight after otherwise the application will be sent back to Research Office.

Application should be sent as soon as new application arrived at the RO state to enable enough review time
Preparing Pre-Meeting Questions

When the application is on the stage of “AEC REVIEW”, the application status will be available as read-only. At this stage, the applicants will not have access to his applications. Only assigned committee member will have access to the application.

1. Just before the scientific meeting to finalised pre-meeting questions, take the application back to RO stage by doing Action tab >> Take back to RO

After this action is performed the committee member will still be able to read and view the existing comments, however will no longer be able to enter new comments.

2. Comments report can be generated at any time by clicking on the top right hand corner with Comments Reports.

After the application is back on “RO Stage” after review by AEC, it will be marked with the status “Pending”. The application status will be available as read-only. At this stage, the applicant will not have access to his applications.

Tasks:
1. Check that all General note comments by committee members are marked ‘Confidential’. See the next section for reviewing comments
2. Prepare questions to be discussed at the scientific meeting with the Chair & AWO.
3. During the meeting, open up the comments and enter Action Notes with the pre-meeting questions asked by the committee. This will mark the pages with red flags.
4. Send the application back to Investigator (See section on Additional Information Requested)

Reviewing Comments on Application

It is important that all the comments on the application are reviewed and checked of their confidentiality statuses before being sent back to the applicant.

Step 1: Open the related application that you would like to review comments

Step 2: Click and go to the subsection(s) marked by flags.

Step 3: Once you are in the page where the amendments are required, Click (Page Comments Icon) on your top right hand corner of the screen. Page Comments pop up will appear.

Note: There are two types of Comments:
1. General Note
2. Action Note

General Note
General Note can be used for communication between AEC members/AWO/Secretary when the application is in the AEC review state. Under this state, the applicant(s) including any AEC member that has conflict of interest will not be able to access the application. Although we expect that the committee members will tick this confidential box, a check should be perform to make sure that the comments stays confidential through the entire lifecycle of the application.

Make sure that the Confidential box are ticked and save this by ticking

Research Office
Macquarie University NSW 2109 Australia
T: +61 (2) 9850 7111
mq.edu.au
CRICOS Provider No 00002J

MACQUARIE University
**Action Note**

Comments are used to communicate to the applicant(s) that there are actions requested relating to the specific page within the application. **Pages with Action Note will be returned to the applicant Editable.** During the scientific pre-meeting the Animal ethics Secretariat formulate the comments to be sent to applicant based on what are the general confidential comments received thus far.

Click OK to close the comments page window.

You will now see ⬆️ on the Section/ Pages where amendments are required.

**Reviewing Outcome**

You may check AEC member’s decision and their completed date of review on the review tab panel, under **Review Outcome** as shown below.

**Additional Information Requested**

At this stage, the application will only be available to the applicants for edit. You might have to help the applicant to find comments, and mark Action Notes as Responded to enable them to be able to submit the application back to RO after all the changes has been made. Only applicant can mark the Action comments as Responded.

After the application is back on “RO Stage” after review by AEC, it will be marked with the status “Pending”. The application status will be available as read-only. At this stage, the applicants will not have access to the application to avoid accidental access of comments that are not marked Confidential.

**Additional Information Provided**

When additional information has been provided by the researcher and being submitted to RO, the application will be marked as “Pending”. To see the changes that have been made on the application, you will need to make a comparison file of before and after the changes. To do this:

1. Download the two snapshots as .rtf file (See Section: Creating SnapShot of Comparison). One snapshot for the stage when application has just been submitted and the other at the current stage, after the additional information have been provided.
2. Compare the two documents using Microsoft Word Compare function to highlight the changes
3. Save this merge file as PDF, and upload this file to the attachment section of the application for meeting,
Creating SnapShots for Track changes

To facilitate the review done by the Committee, we would like to create a snapshot that captures all the changes within the application prior and after the pre-meeting questions.

**Step 1**: Open the related application

**Step 2**: Click the report button on the top right hand corner.

**Step 3**: Go to the Snapshot Tab, export HOD Approved (Submitted) and Amended Form – AEC request as Editable Word document

Do this step for both of the documents

**Step 4**: Open page using Word, Click on Review >> Compare >> Compare two versions of a document (legal blackline) as shown below.

**Step 5**: Save the file as pdf.

**Step 6**: Upload the pdf on the attachment page of the online form for committee member ease of review.
Approving amendments (Action Note) during meeting

Step 1: Upon opening the application, you will see (yellow flag) next to the Section/Subsection where comment have been responded by the applicant.

Step 2: Go to the relevant pages (for example Investigator details page in the screenshot above).

Step 3: Once you have the page opened, click (Page Comments Icon) on the top right hand corner of the screen.

Step 4: Page Comments pop up will appear as shown in the next figure. You may see the original comments and you may also see a Type: Response, made by the applicant in response to the Action Note on this page. Click on the individual comments to see the full text of the comments.

Step 5: If the committee are satisfied with the changes and/or the response from applicant(s), click on the tick box next to the original Action Note and then click on the Mark Selected Comments as Resolved to indicate that the action comment has been resolved.

Step 6: Click the OK button to take you back to the main page.

You’ll now see the (green flag) next to the Section and pages of the application, indicating that the comments on this page are resolved.
Post Meeting Administrative Process

After the meeting has ended, secretary should enter his/her notes at Office Use Only >> Secretariat page.

1. Take each application back from AEC meeting state to RO state by going to Action Tab, and clicking “Take back to RO”.
2. For all the comments that have been satisfactorily responded, mark comments as Resolved. This will be indicated by all flags marked Green.
3. For those comments that have not been satisfactorily addressed, you might want to enter a new Action Note based on this and send the application back to applicant for re-submission / consideration at the next meeting.

Approved Applications:

1. Enter the date of approval on the Admin page
2. Upload pdf of ARA into Attachment page
3. Mark application as approved by going to Action Tab > Approve application
4. Send approval email by going to Action Tab >> Send approval email.
   This email should be cc-ed to animal.ethics@mq.edu.au and has the ARA as attachment

Not Approved Applications:

1. Enter the date of rejected on the Admin page
2. Mark application as “Not approved” by going to Action Tab >> Decline application
3. Due to the individual nature of the email, a generic response of “Not approved” email will not be sent when Decline application is actioned.
4. Upon completion of the above steps, the online application will be marked as “Not Approved” and workflow stage “Completed”

If a resubmission is invited (major changes required), and the applicant wish to resubmit the application, you may want to push this application back to draft stage upon applicant’s request. Application will have to go through the facility manager and HOD signoff again.

Please check that the reason for application has been marked “Resubmission”

Important note:
1. Resubmitted Application will retain all the comments made previously on the first submission.
2. Snapshots of the original application will be replaced by the new Resubmitted snapshots, thus if a history of the declined application is needed, please make sure that a copy of the final state of the application before being sent back to draft has been saved.

By the end of this post-meeting process, no applications should be at the RO stage or AEC meeting.
Save and Log out
We recommend you to save and log out from the application as soon as you have made changes/comments allow other parties to access it.

To save, click the save icon on the top left hand pane

To Exit RMENET, click the exit icon on the top left hand pane

Browser Compatibility
IRIS eForms are compatible and supported with Mozilla, Firefox(any version), Chrome(any version) but not recent versions of Internet Explorer.

Safari
Browser might refresh to the top of the page after answering some questions with built in logic.

Chrome
Browser might refresh to the top of the page after answering some questions with built in logic. Should you encounter errors using Chrome, you might want to clear up your browser cookies.

Firefox
Some links on the left hand side pane can disappear if your browser setting is on a larger font. To reduce the font, click on control and scroll down on your mouse.

Internet Explorer
The form will not work on Internet explorer version 10 and later.

We have escalated these problems to ResearchMaster and should be fixed in the next version.
### Appendix A: Application Status

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<tr>
<th>Animal Ethics Application</th>
<th>Application Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>Researcher composing</td>
</tr>
<tr>
<td>Facility Manager Review</td>
<td>Currently with Facility Managers</td>
</tr>
<tr>
<td>Amendmend Requested - FM</td>
<td>Returned to researchers by Facility Managers</td>
</tr>
<tr>
<td>HOD Review</td>
<td>Currently with Head of Department</td>
</tr>
<tr>
<td>Amendment Requested - HOD</td>
<td>Returned to researchers by HOD</td>
</tr>
<tr>
<td>Final Draft for AEC Submission</td>
<td>Application in read only – ready to be submitted by researchers</td>
</tr>
<tr>
<td>New Application</td>
<td>Submitted to the Research Office</td>
</tr>
<tr>
<td>Pending</td>
<td>Application is under Research Office process</td>
</tr>
<tr>
<td>Additional info required</td>
<td>Returned to researchers for more information</td>
</tr>
<tr>
<td>Additional info provided</td>
<td>Application received in RO with changes</td>
</tr>
<tr>
<td>Considered, further info required</td>
<td>Returned to researchers after review by AEC</td>
</tr>
<tr>
<td>Considered, further info provided</td>
<td>Application received after amendment by researcher</td>
</tr>
<tr>
<td>External Approval Noted</td>
<td>External approval has been noted by the committee</td>
</tr>
<tr>
<td>Approved</td>
<td>Application has been approved. Application cannot be deleted</td>
</tr>
<tr>
<td>Not approved</td>
<td>Application is not approved</td>
</tr>
</tbody>
</table>

### Appendix B: Workflow Status

<table>
<thead>
<tr>
<th>Animal Ethics Application</th>
<th>Workflow Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. Draft</td>
<td>Application is being drafted</td>
</tr>
<tr>
<td>02a. CAF Review</td>
<td>Waiting for CAF signoff</td>
</tr>
<tr>
<td>02aa. CAF Signoff Amend</td>
<td>Waiting for CAF signoff after amendment</td>
</tr>
<tr>
<td>02b. FP Review</td>
<td>Waiting for FP signoff</td>
</tr>
<tr>
<td>02bb. FP Signoff Amend</td>
<td>Waiting for FP signoff after amendment</td>
</tr>
<tr>
<td>03. HOD Review</td>
<td>Waiting for HOD signoff</td>
</tr>
<tr>
<td>03a. HOD Signoff Amend</td>
<td>Waiting for HOD signoff after amendment</td>
</tr>
<tr>
<td>03b. HOD Amendment Requested</td>
<td>Returned to researchers</td>
</tr>
<tr>
<td>04. Final Draft for AEC Submission</td>
<td>With Researcher, waiting to be submitted</td>
</tr>
<tr>
<td>05. Final Submission to RO</td>
<td>Submitted to RO</td>
</tr>
<tr>
<td>06. AEC Meeting Review State</td>
<td>With committee member</td>
</tr>
<tr>
<td>07. AE Committee Amended Requested</td>
<td>Returned to applicant after committee member review</td>
</tr>
<tr>
<td>08. Completed</td>
<td>Application has been finalised</td>
</tr>
<tr>
<td>09. Superstate</td>
<td>Only used for Ethics Administrators. At this state ethics administrator can override most of fields</td>
</tr>
</tbody>
</table>

### Appendix C: Comment Flags

<table>
<thead>
<tr>
<th>Human Ethics Application</th>
<th>Page Comments Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Comment" /></td>
<td>There are action comments on the page.</td>
</tr>
<tr>
<td><img src="image2" alt="Comment" /></td>
<td>There are RESPONDED action comments on the page</td>
</tr>
<tr>
<td><img src="image3" alt="Comment" /></td>
<td>There are General comments on the page</td>
</tr>
</tbody>
</table>
Appendix D: List of Available Actions for RO Admin

1. **Superpower Change state**
   Please use this ONLY when it is absolutely necessary / when the application cannot be forwarded through the stages normally.

2. **To AEC – PreMeeting Review**
   Click this action after selecting AEC Member, under Review tab.
   Clicking this will send application to the assigned AEC member for Pre-Meeting Review.
   An email will be sent notifying the selected AEC member to review application.

3. **Send Pre-Meeting Questions to Applicants**
   Use this to send the application and the comments attach to it as Pre-Meeting Question.
   First make sure that you have action “Take Back from RO” from the 6. AEC Meeting Review State.

4. **Send to AEC – Post Meeting Review**
   Use this to send the Application + the responded action comments back to the AEC.
   This will send an email to the AEC member stating to review the pre-meeting response comments.

5. **Send Meeting Questions to Applicants**
   Questions arise during the meeting should be recorded as Action Notes on the application. To send the comments back to applicants, please use this Action link.

6. **Send to AEC – Post Meeting Review**
   Use this to send application & responses to comment back to AEC outside meeting.

7. **Approve Application**
   Use this to approve application. Application status will be “Approved”
   Application will be sent to workflow state: 8. Completed.
   Application cannot be deleted after this action.
   This will only set the status of the application. A separate link must be click to send approval email.

8. **Decline Application**
   Use this to mark application “Not Approved”
   Application cannot be deleted after this action.
   Application will be sent to workflow state: 8. Completed.
   A separate link must be click to send notification email to investigators that the application isn’t approved.

9. **Email Application**
   Use this to email application & attachments

10. **Push to Database**
    Use this to push data to update RMEWIN database.
Appendix E: Errors and troubleshooting

Error message will be displayed on the top part of your application as shown in the example below.

For quick troubleshoot, please refer to the table below for reason of error and possible solutions.

<table>
<thead>
<tr>
<th>Error message</th>
<th>Reason &amp; Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>!Application is incomplete or some answer are incorrect</td>
<td>Click Expand below the form tab to display any errors (!) or incomplete page (?). Make your changes and click save and try to re-submit</td>
</tr>
<tr>
<td>Please complete all mandatory questions</td>
<td></td>
</tr>
<tr>
<td>! All investigators need to complete signoff</td>
<td>Check the Signoff &gt;&gt; Investigators and click on each individual investigator names. See if the “I agree” has been ticked by all investigators. Primary investigator may signoff external investigators.</td>
</tr>
<tr>
<td>! Saving RIC failed</td>
<td>This error may be caused to within the tabled section where the green tick button or the cancel button is not clicked before moving on to the next page. You will need to refresh by abandoning the current opened application draft and reopening it. This can be done by clicking Ethics at the menu ribbon on the top. Application and clicking your application draft. If this fails, you may need to delete the line on the tabled section that you have just entered and enter a new entry</td>
</tr>
<tr>
<td>! This application is in use by some other user. Changes cannot be saved.</td>
<td>This may be due to other party accessing your form and currently making changes. Please log out and log back again in a few moment to check if the problem persists.</td>
</tr>
<tr>
<td>! Not all comments were responded / resolved</td>
<td>Unresolved action comments exist when trying to Submit. Click on expand to see which pages have red flags and click on the page comment. Click on the comments and Mark comments as Resolved.</td>
</tr>
</tbody>
</table>