This guide is provided for Human ethics committee and subcommittee members

Version 1.2

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Human Ethics Application Form

From March 2014, Macquarie University’s human ethics application forms will be transitioning to online forms. This will be accessible through the Integrated Research Information System (IRIS) website using the Research Master Online Network (RMENET).

By logging in to IRIS (using your MQ OneID and password), you will be able to review and comment on applications utilising the Human Ethics Application Form.

This user guide will help you to log in, navigate through the form, attach comments, and lodge your decision for each human ethics application submitted by researchers to MQ’s Human Research Ethics Committees (HRECs) and Ethics Subcommittees.

There are four (4) key steps for each application – for your convenience, these are numbered in chronological order throughout this user guide.

Browser compatibility

The MQ online forms are most compatible with Mozilla Firefox (any version). Other browser options include Google Chrome (any version), Apple Safari (for iPads only – versions 4 and 5), as well as recent versions of Internet Explorer.

Getting Help

If you do not have a ‘OneID’, please contact:

Web: Sponsored OneID request
Phone: +61 2 9850 4357

For login issues, please contact:

Web: IRIS Login issues
Phone: +61 2 9850 4357

To report a problem with the online form:

Web: Report to OneHelp
Phone: +61 2 9850 4459

For questions regarding the online form:

Web: Frequently Asked Questions
Web: OneHelp Inquiries
Phone: +61 2 9850 4459

To discuss issues specific to your human ethics application, please contact:

Email: ethics.secretariat@mq.edu.au
Phone: +61 2 9850 4459

For all other technical assistance, please contact OneHelp:

Web: OneHelp website
Email: help@mq.edu.au
Phone: +61 2 9850 4357

Note: You may also want to check the time and date of the next available training.
Who will be using this form?

With all staff and students of Macquarie University (MQ) and Macquarie University Hospital (MUH) adopting the IRIS application form throughout 2014, all ethical review involving MQ’s Human Research Ethics Committees (HRECs) and Ethics Subcommittees will soon take place using this online system.

What forms are being replaced?

Researchers and research students completing a new ethics application will need to use the online Human Ethics Application Form (not the Microsoft Word version).

Applicants who already have current ethics approval from an external HREC where all of the research will be conducted offsite (External Review) or where ethical review is being sought for additional sites (Prior Review) will also need to use the online Human Ethics Application Form.

Please refer to the Online Forms Project page to view the relevant launch dates.

Any tips before I start?

1. In your browser preferences, allow pop-up windows for the IRIS website (i.e. https://iris.mq.edu.au/rrmenet)

2. If and when you are offered the option to “Prevent this page from creating additional dialogs” (see below), please ignore and do not tick the checkbox.
1. Logging in and locating an application

Go to the IRIS website (https://iris.mq.edu.au/RMENet/) and enter your MQ OneID or Student User Name and Password.

Once you have logged in, the home screen will appear. Select Ethics >> Applications from the main commands across the top (as shown below).

Select For Assessment Review (if it has not already been selected) to locate all the applications requiring your review – these will be listed in the table.

Select the relevant application by looking at Application ID, the Primary contact, and the Ethics Application Title. Once you have located the application, click on the hyperlink (i.e. Ethics Application Title) to open the application for review.
Navigating each application

Once the application is created or opened, you will be presented with several window panes and icons as shown below.

1. Top-left pane: **Title and Status bar**
   This area lists the current formal title of the project, the current application status and workflow state, as well as other Human Ethics forms currently available.

2. Left-hand side pane: **Form and Action menus**
   This pane lists the various sections and pages of the application form under the “Form” tab. The “Action” tab lists the options currently available to the user (e.g. Submit application).

3. Top-right pane: **Icon menu**
   This pane contains important navigational icons, available throughout the application (e.g. Next Page, Previous Page, Save, etc.).

4. Main pane: **Current page**
   This pane shows the content of the current page selected in the form.

The details for each of these panes are discussed in the next section.

Layout and navigational panes:
1. Top-left pane: **Title and Status bar**
   This area lists the current formal title of the project, the current application status and workflow state, as well as other Human Ethics forms currently available.

2. Left-hand side pane: **Form and Action menus**
   This pane lists the various sections and pages of the application form under the “Form” tab. The “Action” tab lists the options currently available to the user (e.g. Submit application).

3. Top-right pane: **Icon menu**
   This pane contains important navigational icons, available throughout the application (e.g. Next Page, Previous Page, Save, etc.).

4. Main pane: **Current page**
   This pane shows the content of the current page selected in the form.
1. Top-left pane

This pane displays three (3) key features:

1. Application title
   This displays the current title as displayed in question 1.1, "What is the formal title of this research proposal?"

2. Application status
   This displays information that describes the progress of the application to date.
   
   This status will continue to change throughout the application process. Some examples include:
   - HREC Review (under review by HREC)
   - Subcommittee Review
   - Scientific Review
   - Additional Information Requested
   - Resubmission
   - Redraft (significant revisions required)

3. Workflow state
   This displays information that describes who is currently editing or reviewing the application. To some extent, it also reflects the progress of the application.
   
   Some examples include:
   - HREC (HUM)
   - HREC (MDS)
   - Subcommittees
   - MGSM
2. Left-hand side pane

There are three (3) tabs visible in this pane:

1. **Form**
   - This contains the hyperlink index to each section of the application form.
   - There are also options to “Expand” or “Collapse” the list of pages in the form.
   - A yellow triangle (   ) marks each page that is yet to be viewed by any party.
   - When all mandatory questions on a page are completed, this icon will change into a green tick (    ) once the “Save” icon is selected or once you have navigated to another page.

2. **Review**
   - This contains the Review Outcome link, which allows committee members to view the history of decisions made on the application.

3. **Action**
   - This contains the Lodge my decision link, which allows committee members to apply a final decision regarding the future of the application (e.g. Additional Information Requested, Approved, etc.).
3. Top-right pane

The help and navigational icons are as follows (from left to right):

- Previous Page
- Next Page
- Save
- Application Comments
- Reports
- Page Comments
- Page Help
- Exit

4. Main pane

This main pane displays the content of the current page selected in the form. You may click on any of the active links without navigating away from the form.

**Asterisk**

Any field marked with a red asterisk (*) is a mandatory field and must be completed before the application can progress.

**Help Icon**

Question help is available for many questions throughout the application by clicking the blue question mark icon. To close the help text, click on the close symbol (X).

**Previous and Next Page icons**

Selecting these icons will take you to either the previous page or the next page. These icons will also automatically save the current content.

**Confirm and Cancel icons**

The Confirm (✓) and Cancel (X) icons also appear for table questions (i.e. Personnel, Attachments and Signoff) as well as entering comments.
2. Reviewing applications and attachments

While looking at an application, go to the top right-hand pane and click on the Reports icon (binder picture).

Select ‘Ethics Application’ (default option), choose from PDF or HTML, and press ‘OK’.

This will allow you to review the entire application at once.

Depending on your machine’s preferences, this file may open in a new browser tab/window titled Printer Friendly Version or in Adobe Reader (PDF only).

**Note:** You may want to keep this Report open while adding any comments.

To close the Printer Friendly Version box, select ‘Cancel’ or the ‘X’ symbol at the top-right of the dialogue box.

You may repeat the same process to view the ‘Attached Documents’ as a report. Alternatively, attachments can also be accessed via the ‘Attachments’ section in the Form tab.
3. Accessing page comments

Adding page comments to an application

All comments from committee members are to be placed on the ‘Committee comments’ page – except for the Scientific Subcommittee, where comments are to be placed on the ‘Recommendations’ page in the Scientific review section.

To navigate to this page, click on the Form tab (if not already selected) in the left-hand side pane and in the Committee details section click on the ‘Committee comments’ page.

**Note:** Alternatively, if this page is already being viewed/edited by another subcommittee member or administrator, select the ‘Committee comments (Spare)’ page.

Once on this page, go to the top right-hand pane and click on the Page Comments icon (small speech bubble picture on a page).

Select ‘New comment’ (from the ‘Application Comments’ box), enter your comment and select the green tick (to confirm). Follow these same steps to add more than one comment.

Once you have entered all your comments, press ‘OK’ to close the Page comments dialogue box.

A blue flag will now appear next to the page name (if not already present), indicating that your general note has been saved.
Reading existing page comments on an application

Comments that have already been added to an application can be viewed simply by navigating to the ‘Committee comments’ pages (or the ‘Recommendations’ page for Scientific review). The presence of at least one General Note will be indicated by a blue flag.

Conversely, Action Notes that have already been added by the committee secretary – i.e. collating the committee’s feedback for the applicant(s) – will appear as follows:

- New action notes as a red flag
- Action notes that have been addressed by an applicant as an amber flag
- Action notes that are considered ‘resolved’ (by the secretary) as a green flag

All comments from committee members are to be placed on the ‘Committee comments’ page.

To navigate to this page, click on the Form tab (if not already selected) in the left-hand side pane and in the Committee details section click on the ‘Committee comments’ page.

To read each comment in full, click on the hyperlink in the ‘Comments’ column of the table.

Once you have finished reading, press ‘OK’ or the ‘x’ to close the Page comments box.

Editing and deleting page comments

To edit your own comments, locate the relevant comment in the Page comments box and click on the hyperlink. Once open, you can edit and save your changes by selecting the green tick.

Alternatively, to delete your own comments, locate the relevant comment in the Page comments box and click on the trash icon.
4. Review Outcome functions

View existing decisions

Click on the Review tab and select ‘Review Outcomes’ to see decisions made by previous reviewers.

Lodge my decision

When you are ready to decide on the progress of this application, go to the left-hand side pane, click on the Action tab (if not already selected) and click ‘Lodge my decision’.

Note: Use of this action is best left until the ‘Review Due Date’ (listed in the ‘Review Outcome’ function). As this action signals the completion of your review, reviewers will no longer be able to access or comment on the application once their decision is lodged.

Select the most appropriate option from the drop-down list.

Note: Please do not select ‘Approved with Conditions’ – this is for Animal Ethics only.

Once your (final) decision has been lodged, the Action tab will disappear. However, you will be able to continue to comment on the application before you exit.

The committee secretary will receive an email once all of the assigned reviewers have lodged their decision.
Exiting and logging out

Go to the top right-hand pane and **click on the Exit icon** (folder with **green arrow** pointing upwards).

A warning message will appear asking if you wish to save changes. To save changes to the form when exiting, click the “**OK**” button. This will take you back to the “Applications” screen.

When you are ready to logout of the system (i.e. IRIS), **select the grey “Logout” button** at the top-right of the screen. This will return you to the IRIS login page.
## Appendix A: Status table

<table>
<thead>
<tr>
<th>STATUS NAME</th>
<th>USAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>Default status for new applications</td>
</tr>
<tr>
<td>Pending</td>
<td>Waiting for signoff (internal applicants only)</td>
</tr>
<tr>
<td>Secretariat Review</td>
<td>Processing External Review applications</td>
</tr>
<tr>
<td>Scientific Review</td>
<td>Scientific review of ethics applications</td>
</tr>
<tr>
<td>HREC Review</td>
<td>Ethical review of Greater-than-Low Risk applications</td>
</tr>
<tr>
<td>Subcommittee Review</td>
<td>Ethical review of Low Risk applications</td>
</tr>
<tr>
<td>Additional Information Requested</td>
<td>Changes are required before resubmission</td>
</tr>
<tr>
<td>Redraft</td>
<td>Significant changes are required before resubmission</td>
</tr>
<tr>
<td>Resubmission</td>
<td>Ethical review of applications that have been resubmitted following a request for additional information</td>
</tr>
<tr>
<td>Approved</td>
<td>Successful completion of Full Review, Prior Review or Scientific Review form</td>
</tr>
<tr>
<td>External Approval Noted</td>
<td>Successful completion of the External Review form</td>
</tr>
<tr>
<td>Not Approved</td>
<td>Unsuccessful attempt to complete an ethics application</td>
</tr>
<tr>
<td>Withdrawal Requested</td>
<td>Requesting to withdraw or discontinue an application</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Application withdrawn from the ethical review process</td>
</tr>
<tr>
<td>Discontinued</td>
<td>Previously-approved projects that will not be completed and/or have had ethics approval withdrawn by MQ</td>
</tr>
<tr>
<td>Reapproved</td>
<td>Reinstating ethics approval after discontinued by MQ</td>
</tr>
<tr>
<td>Archived</td>
<td>For completed projects that have sent through a final report or for applications that are left inactive for 42 days</td>
</tr>
</tbody>
</table>