Human Ethics Quick Guide – for creating and submitting your ethics application

1. Using Firefox, Chrome or Safari, go to University home » Research » Human Ethics » The University of Auckland Human Participants Ethics Committee (UAHPEC) web page

2. Scroll down the page or click Create and Submit an Application to access the Human Ethics Module link https://researchmanagement.auckland.ac.nz

3. Click My Human Ethics then click Create New.

4. On the next screen, leave the default setting (New Human Protocol in Human Ethics Development) and click Continue.

5. Type the title of your application in the box provided and then click Continue.

6. If you are a student, please type the name of your supervisor:

   a) Start typing the surname.
   b) Click Continue when the correct name is displayed in the box.

   Note: If you are a STUDENT completing the form you need to add your PI here. You MUST remember to add yourself inside the form otherwise you cannot access the form.
7. Click on the HE Application Form link to open and complete the application form.

8. Scroll down to SECTION A: PERSONNEL and begin completing the form, and work your way down to the end of the page.

9. Click any ? icon for Help with the questions.

10. At the end of each section, we recommend clicking the Save icon in the navigation bar.

11. UNIVERSITY PERSONNEL:
This section is for all University staff, PhD and Masters students
Add yourself if you are a student by clicking the + icon. Also add co-investigators and/or ethic advisors one at a time.

Note: Ensure you select their correct role each time you add personnel. Ensure you click the box to the left of the PI name if it is not ticked.

12. Add personnel that are not associated with the University of Auckland, or Honours/Fourth Year Students in the next section:

Add any other research team members here (non-University of Auckland researchers and Honours/Fourth year students)
13. If you are a Student, make sure you select “Research” for the type of application.

14. The application will ask you to save the form every 15 minutes. You will need to click OK to proceed.

15. **ATTACHMENTS**: Add attachments one at a time by clicking the icon for each attachment, type a document title in the textbox, then click the icon to upload. Please ensure files are .doc, .docx, .xls, .xlsx, .pdf, .gif or .jpg.
   
   *Note: File names should not contain any special characters as it may prevent completing the form (e.g., #, &, -).*

   - To view the form, click on the ‘spectacle’ icon
   - To replace a file with an updated version, click on the blue arrow.
   - To remove a file from the application, click on the Rubbish bin icon.

16. **FEEDBACK/COMMENTS**: Add comments regarding your experience completing the online application form.

17. When you have completed the form click the box at the top right of the page.
   
   a. *Note: If a warning message appears you have not completed all the mandatory questions. Click OK.*
   
   b. Click the link in the Mandatory Questions window to navigate and answer the incomplete question(s).

18. Click the box at the top right of the page. This will close the form and take you back to the protocol screen:

19. If you are the PI click the “Submit” button to submit your application. If you are the student researcher, please ask your supervisor to submit the application.
20. **Submission** process:

21. Click the ☑ Accepted radio button:

![Certification](image)

The information supplied is, to the best of my knowledge and belief, accurate. I have read the current Guiding Principles and Applicant’s Manual. I clearly understand the obligations and the rights of the participants, particularly in regard to obtaining freely given informed consent.

☑ Accepted ☐ Declined

22. Enter your username and password then click **Continue**:

![Certification](image)

Note: If you are a student, ethic advisor or co-investigator, you will not be able to submit the application yourself. Notify your PI of the Protocol number at the top of the eForm and request them to submit. Refer to the full User Guide for more information.

23. **Only if necessary**, add any additional people to the approval route by clicking **Add New Person to Review Path** or the icon. The Routing Progress will be updated with the application submission date as confirmation. **In most cases, no additional names need to be added.**

24. Click the **Submit** button.

![Protocol](image)

25. Routing Progress information that shows where the application is up to in the sign-off process, can be accessed in the protocol by clicking on “Show Route”:
26. Click the “Done” link to exit the protocol at the top left of the window. (Do not use the [X] to close InfoEd because that locks the protocol for 1 hour and prevents anyone else from accessing it. Please call the Ethics Administrators if this happens because they can unlock the protocol to give access again).