Submitting a human ethics eform application:

1. Click on the link using Firefox, Chrome or Safari:
   https://researchmanagement.auckland.ac.nz

2. a. Select My Human Ethics, and then Show/List (for PIs only, students/Co-Investigators need to type in the protocol number):

   ![Image of My Human Ethics search bar]

   - b. Open the application from the Folder’ icon.

3. Open “Initial application”:

   ![Image of Initial Application form]

4. Click on the ‘Submit’ icon:

   ![Image of Submitting Initial Application form]
5. Click on “Accepted” and add your UoA username and password, click “Continue”:

6. On the next screen, click “Submit”. It is not usually necessary to add anyone else to the route.
7. To check whether an application has been submitted, click on the Submissions link, and if submitted, the status will be “Under sign off”: