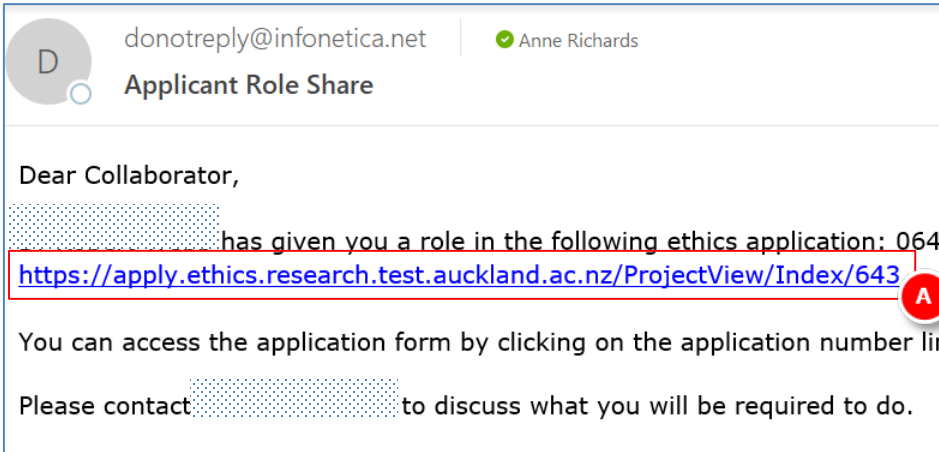


1. Introduction

Pre-submission comments can be put on an application by peer reviewers and collaborators and at sign-off stage. More than one person can edit and comment on a form at the same time. Pre-submission comments are not visible on the application in the submitted version but are retained on prior versions of the application.

2. Receiving an application for review

If an application for Ethics approval has been sent to you for review, you will receive an email with a link to the application form.



donotreply@infonetica.net | Anne Richards

Applicant Role Share

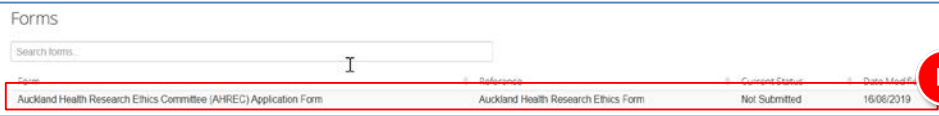
Dear Collaborator,

has given you a role in the following ethics application: 064
<https://apply.ethics.research.test.auckland.ac.nz/ProjectView/Index/643>

You can access the application form by clicking on the application number link

Please contact to discuss what you will be required to do.

- A. Click on the link to access the application form
Access to *Infonetica Ethics RM* via the link will be automatic as part of the University SSO process
- B. Click on the form to open the application

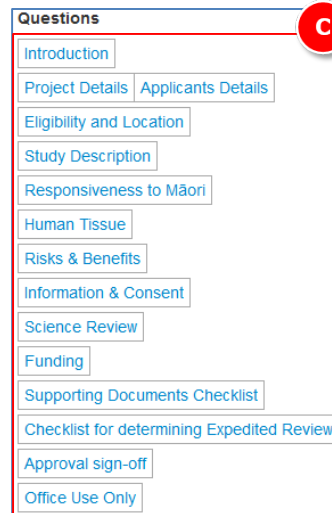


Forms

Auckland Health Research Ethics Committee (AHREC) Application Form | Auckland Health Research Ethics Form | Not Submitted | 18/06/2019

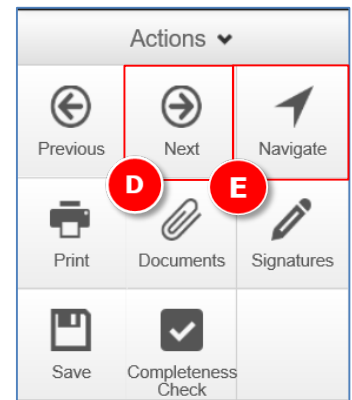
3. Reviewing the application

- Scroll down to find links to each question
- C. Click on the section to go directly to that page
 - D. Click on **Next** to go to the next page
 - E. Or click on **Navigate** to return to the list of questions



Questions

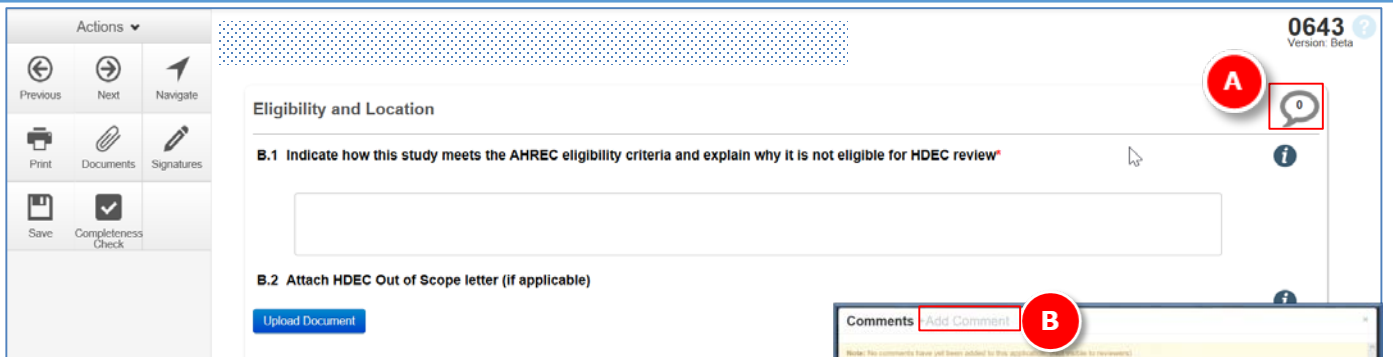
- Introduction
- Project Details | Applicants Details
- Eligibility and Location
- Study Description
- Responsiveness to Māori
- Human Tissue
- Risks & Benefits
- Information & Consent
- Science Review
- Funding
- Supporting Documents Checklist
- Checklist for determining Expedited Review
- Approval sign-off
- Office Use Only



Actions

- Previous | Next | Navigate
- Print | Documents | Signatures
- Save | Completeness Check

4. Adding a comment



0643
Version Beta

Previous Next Navigate

Print Documents Signatures

Save Completeness Check

Eligibility and Location

B.1 Indicate how this study meets the AHREC eligibility criteria and explain why it is not eligible for HDEC review*

B.2 Attach HDEC Out of Scope letter (if applicable)

Upload Document

Comments 0

A

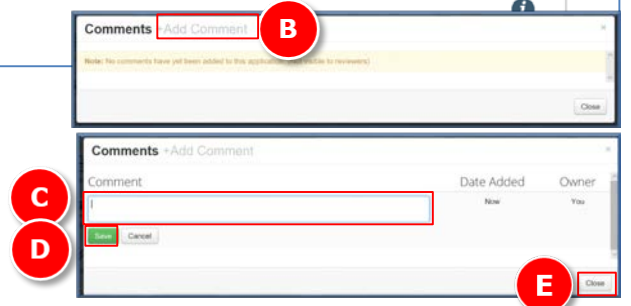
A. Click on the speech bubble on each page to open the comments window

B. Click on **+Add Comment**

C. Type a comment

D. Click **Save**

E. Click **Close**



Comments +Add Comment

Note: No comments have yet been added to this application. (Click to view more)

Close

Comments +Add Comment

Comment Date Added Owner

Save Cancel

Close

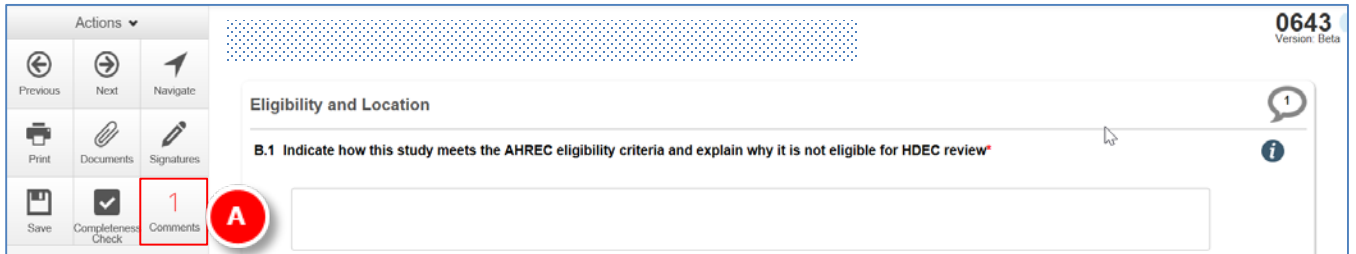
C

D

E

5. Applicant view

A. Applicants will see that there is a new comment on their application through their Comments action button.



0643
Version Beta

Previous Next Navigate

Print Documents Signatures

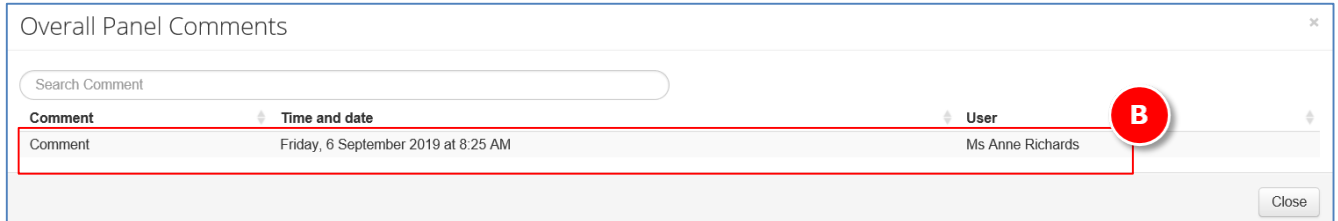
Save Completeness Check Comments 1

Eligibility and Location

B.1 Indicate how this study meets the AHREC eligibility criteria and explain why it is not eligible for HDEC review*

A

B. By clicking on the button you can view each comment



Overall Panel Comments

Search Comment

Comment	Time and date	User
Comment	Friday, 6 September 2019 at 8:25 AM	Ms Anne Richards

Close

B