Infonetica Ethics RM – Create a Student Application

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

v2.0
21 May 2020

1. Introduction

This guide will take you through the steps to create an application for Ethics approval within Infonetica Ethics RM, when a student will be completing the application.

- The PI / Supervisor must enter the basic information before passing on to their student to complete
- All PhD and Masters students will have access to Ethics RM
- Access for Honours students must be requested by the Academic Supervisor once for each academic course
- The student can complete the application then notify the PI / Supervisor who will then be able review the content and provide feedback by adding comments to the relevant sections
- Once the application is complete the PI / Supervisor submits the application for sign off
- **All ethics applications must be submitted by the PI / Supervisor**
- A Word template of the application form is available for drafting prior to pasting to the online form, if preferred (see Section 6 overleaf)

NB The research may not start until ethics approval has been obtained

2. Request access for Honours students

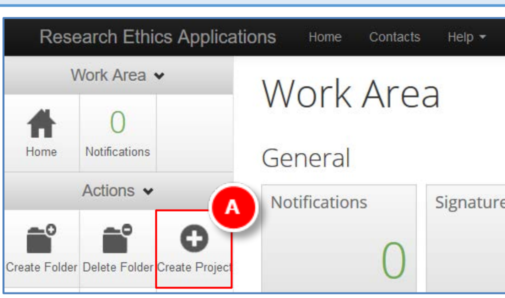
- Academic supervisor calls SSC to request Honours student access to Infonetica Ethics RM:
- **x86000** 7.30am – 6.00pm standard business days

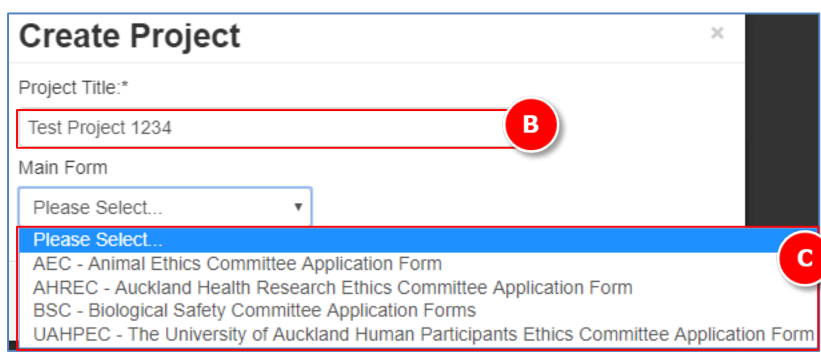
NB Academic supervisor will need the course ID when making the call

NB When an academic supervisor requests access to Infonetica for an Honours Student, access will be granted for all Honours students on that course, so only one call to SSC per course is required

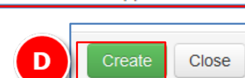
NB Request to set up course can be submitted via a standard service request but the SLA is 4 days so it's quicker to call

3. Create a new application





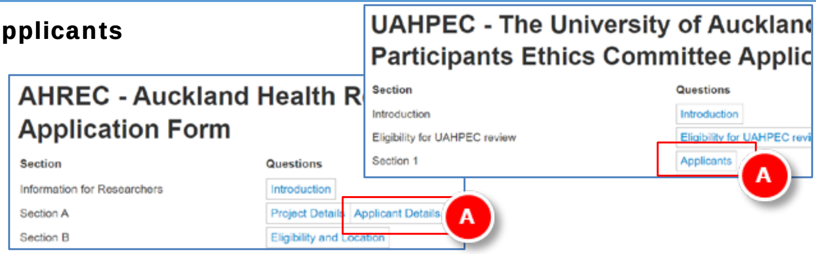
A. From the home page, click on the **Create Project** tile
B. Within the pop up box, enter the **project title**
C. Select the relevant form from the **Main Form** drop down list
D. Click **Create**



NB Once created, the form type cannot be amended, you will have to delete and start over

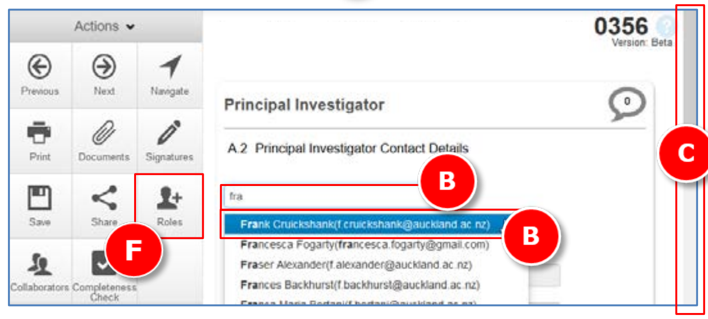
4. Complete the basic information

A. Select the Question **Applicant Details** or **Applicants**



B. For Principal Investigator, start typing your name and select from drop down list

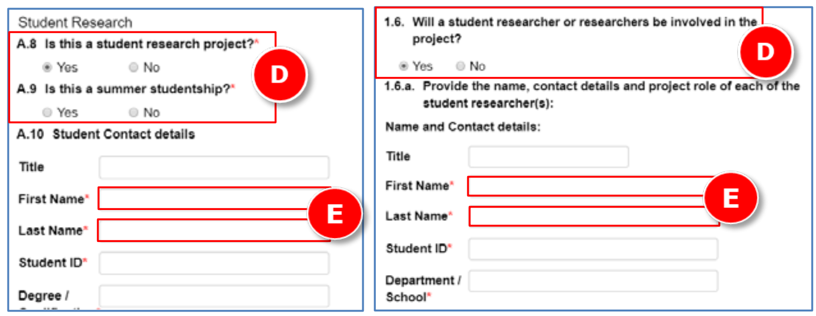
C. Use the mouse or vertical scroll bar to move down the form to add student details



D. Select the **Yes** radio button against the relevant Student question(s)

E. Enter the student **First Name** and **Last Name**

F. Click on the **Roles** action button

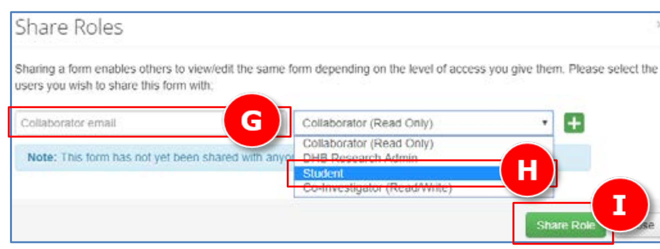


5. Share Role with the student

G. Enter the student's email address

NB All PhD, Masters and Honours students will be set up within Ethics RM with their @aucklanduni.ac.nz email address, e.g. fcru139@aucklanduni.ac.nz

NB An Honours student's email address will not be recognised within the system until they have logged in for the first time



H. Select the role **Student** from the drop down menu

I. Click on **Share Role**

NB Sharing the Student Role will ensure that the student has Read and Write access to the application

NB Students will not be able to submit the application for sign off

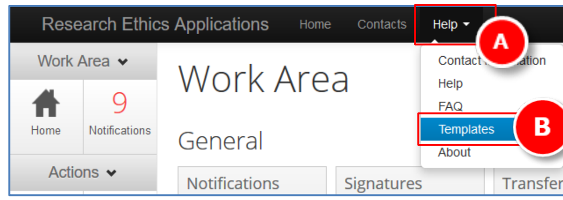
Points to note:

- The student will receive an email notification including a link through to the form
- They will then be able to complete the rest of the application
- They will inform you when they have completed the form, allowing you to then review and add any comments for them to make further updates
- Once complete you will be able to submit the application for sign off (the student will not be able to submit the application for sign-off)

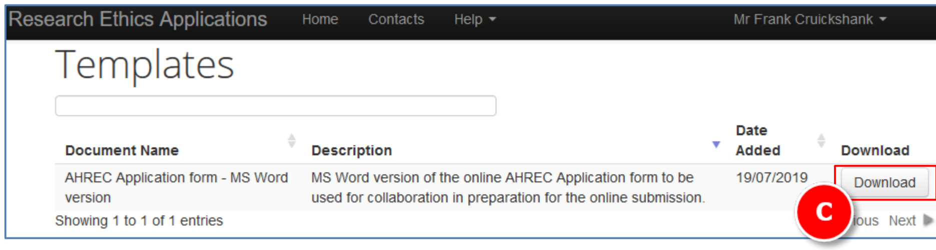
6. Downloading the Word template of application

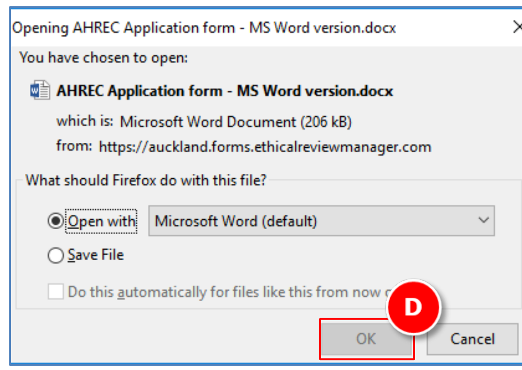
- A Word template of the application is available for drafting the application prior to pasting to the online form

A. From within the Home page, click **Help**
B. Click on **Templates**



C. Click on **Download** against the appropriate application template
D. Click on **OK** to open the Word document





- The Word document can then be completed, passed between student and PI / Supervisor for feedback and updates, using tracked changes to monitor updates
- Once the document is finalised the content can be copied and pasted into the relevant sections of the online form within Ethics RM
- The online application can then be submitted for sign off by the PI / Supervisor