1. Introduction

Once submitted, the Ethics team will carry out pre-screening of the application. This may result in some re-work being requested and the application will be returned to the application owner for this to be carried out and then re-submitted.

2. Receive notification of re-work request

A. An email notification will be received, requesting some re-work of the application.

Log into Infonetica Ethics RM:

http://apply.ethics.research.auckland.ac.nz

B. Select the appropriate project

C. Click on Reviewer Comments

D. Comments will be displayed against specific questions, suggesting changes to be made

E. Click on a specific Comment to take you to the relevant question

F. Make the recommended changes

G. Click on Reviewer Comments to repeat steps E – F for any further changes

H. Once all changes made, click on Navigate

3. Submitting the re-worked application

- For AHREC and UAHPEC applications, follow 3a. overleaf
- For Biological Safety Committee applications, follow 3b. overleaf
- For Animal Ethics Committee applications, follow 3c. overleaf
3a. Submitting re-worked app (AHREC & UAHPEC)

A. Click **Submission and Sign-off**

- **Questions**
  - Introduction
  - Project Details
  - Applicant Details
  - Eligibility and Location
  - Study Description
  - Responsiveness to Miton
  - Human Tissue
  - Risks & Benefits
  - Information & Consent
  - Science Review
  - Funding
  - Checklist for Determining Review Pathway
  - Attach other documents (including memos)
  - Submission and Sign-off
  - Office Use Only
  - Committee Reviewer Use Only

B. Click **Response to Pre-Screen**
C. Click **No** to confirm you are not a student
D. Click **Sign**

E. Click **Sign**

- The form will be automatically submitted to the Ethics team

**NB**

- Additional sign off is **NOT** required for a re-worked application.

3b. Submitting re-worked application (BSC)

A. Click **Approval Implementation**

B. Click **This is a new…**
C. Tick the Check Box to confirm have read and understood the conditions
D. Click **Sign**
E. Click **Sign**

- The form will be automatically submitted to the Ethics team
3a. Submitting re-worked application (AEC)

A. Click **Submission and Sign-off**

B. Click **Response to Pre-Screen**

C. Click **Sign**

D. Click **Sign**

- The form will be automatically submitted to the Ethics team.

**NB**
- Additional sign off is **NOT** required for a re-worked application.

**NB**
- The form will be automatically submitted to the Ethics team.