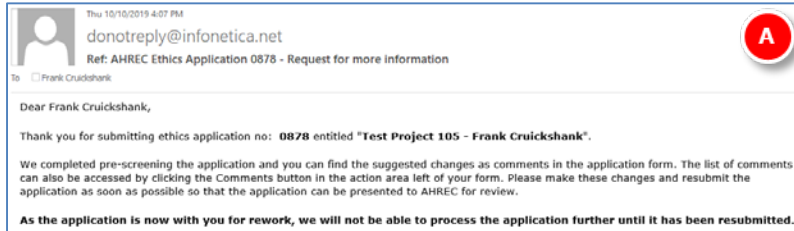


1. Introduction

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

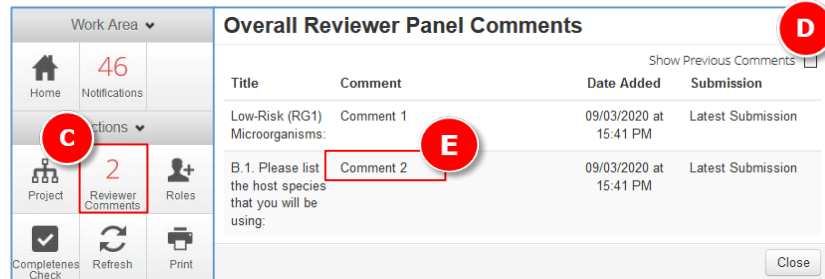


Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Test Project 105 - Frank Cruickshank	878	Mr Frank Cruickshank	10/10/2019 15:12	10/10/2019 16:04	
Test Project 103 - Frank Cruickshank	863	Mr Frank Cruickshank	07/10/2019 11:25	07/10/2019 11:26	

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



Work Area ▾

Home 46 Notifications

Actions ▾

Project 2 Reviewer Comments Roles

Completeness Check Refresh Print

Overall Reviewer Panel Comments

Show Previous Comments

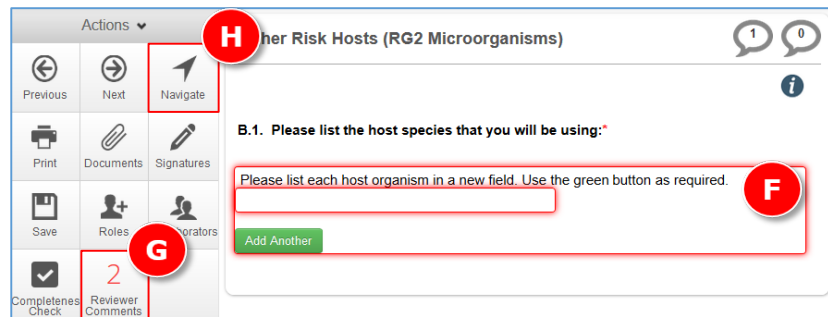
Title	Comment	Date Added	Submission
Low-Risk (RG1) Microorganisms:	Comment 1	09/03/2020 at 15:41 PM	Latest Submission
B.1. Please list the host species that you will be using:	Comment 2	09/03/2020 at 15:41 PM	Latest Submission

Close

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**



Actions ▾

Previous Next Navigate

Print Documents Signatures

Save Roles Operators

Completeness Check 2 Reviewer Comments

Higher Risk Hosts (RG2 Microorganisms)

B.1. Please list the host species that you will be using:

Please list each host organism in a new field. Use the green button as required.

Add Another

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 Māori
- Human Tissue
- Risks & Benefits
- Information & Consent
- Science Review
- Funding
- Checklist for Determining Review Pathway
- Attach other documents (including memos)
- Submission and Sign-off** A
- Office Use Only
- Committee Reviewer Use Only

Submission and Sign-off

Application type

Please select one of the following:*

- INITIAL APPLICATION – default application type for initial applications. Do not change the application type if outstanding signatures are still required. All sign-offs will have to be obtained again if the application is re-submitted with this application type.
- RESPONSE TO PRE-SCREEN** – when you have made changes to the application in response to pre-screening and all sign-off were previously obtained (this option will bypass obtaining sign-off again). B
- CONDITIONAL APPROVAL – your re-submission is a response to a conditional approval outcome.
- PENDING RESUBMISSION – your re-submission is a response to a pending resubmission outcome.
- EMPOWERED – your re-submission is a response to changes required following discussions with Committee members empowered to approve the application.
- AMENDMENT REQUEST – you want to make changes to a previously approved application or request an extension of the approval period.

Are you a student?*

(Doctoral, Masters or Honours or undergrad/summer student)

- Yes
- No** C

Information about obtaining locality/management approvals for your study is available in the Information icon.

L.4 To submit the application, please click "Sign" *

Sign-Off must be done by the Principal Investigator or Supervisor only.

Sign D

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

C. Click **No** to confirm you are not a student

D. Click **Sign**

Sign Form ✕

Are you sure you wish to sign this form?

Warning! Once all the signatures are signed, the form will be automatically submitted.

Sign E Close

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)

Questions

- START APPLICATION HERE Applicant and Project Details
- Standard Low-Risk Hosts (PC1 Containment)
- Risk 2 Group Microorganisms as Hosts
- Other Modifications
- Māori Consultation
- Approval Implementation** A

A. Click **Approval Implementation**

Approval Implementation

Please select one of the following:*

- This is a new APP202708 Approved User application (initial submission or rework to the application prior to the Committee approving your application)** B
- This is an application to amend or renew a previously approved APP202708 application (already have Approved User status)

In seeking this approval, as the Principal Investigator in charge of this project you undertake to ensure:

- Containment controls are observed at all times (including ensuring that the storage location of GMOs are maintained in an accurate manner).
- All staff and students using the approval are made aware of the approval and its applicability to their work.
- A hard copy of the approval is available to all lab members.
- Any additional controls imposed by the UABSC are carried out and adhered to.
- Any significant changes to the research project will be reported to the UABSC by submitting an amendment request.

The approval granted by the UABSC will expire after 3 years. At that point you will be required to renew your Approved User status.

- I have read and understood the above conditions C

Sign D

B. Click **This is a new...**

C. Tick the Check Box to confirm have read and understood the conditions

D. Click **Sign**

Sign Form ✕

Are you sure you wish to sign this form?

Warning! Once all the signatures are signed, the form will be automatically submitted.

Sign E Close

E. Click **Sign**

- The form will be automatically submitted to the Ethics team

3a. Submitting re-worked application (AEC)

Questions

- Information before you apply
- PI, Project and Funding Details
- Description
- Animal Usage
- Scientific description of the project
- Scientific description of the project Cont'
- Brief Synopsis of current work
- References
- Additional Attachments
- Feedback
- A** Submission and Sign-off
- Committee Reviewer Use Only

A. Click Submission and Sign-off

Submission and Sign-off

Application type
Please select one of the following.*

- INITIAL APPLICATION – default application type and you will be prompted to obtain all the required signatures. Do not change the application type if outstanding signatures are still required. All sign-offs will have to be obtained again if the application is re-submitted with this application type.
- B** RESPONSE TO PRE-SCREEN – when you have made changes to the application in response to pre-screening and all sign-off were previously obtained (this option will bypass obtaining sign-off again).
- CONDITIONALLY APPROVED – your re-submission is a response to a "Conditionally Approved" outcome.

Digital Sign-off

15. PI sign-off.

PI declaration:

1. I have read the University of Auckland Code of Ethical Conduct available at www.auckland.ac.nz/ae.
2. I have reviewed this application and approve all aspects of the study, including the need for the research or teaching, ethics of the research or teaching and the welfare of the animals involved.

... referred to in paragraph (i) ... met or ... referred to in subparagraph (ii) cannot be provided, any degree of pain or distress is reduced to the minimum possible in the circumstances.

To sign the application digitally, please click "Sign".*

Note: Only Principal Investigator (PI) can sign off 15 to submit the application.

C

B. Click Response to Pre-Screen

C. Click Sign

Sign Form

Are you sure you wish to sign this form?

Warning! Once all the signatures are signed, the form will be automatically submitted.

D

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.