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

I. Click on Project Details

J. Select More Info Requested from the drop down list

K. Click on Navigate again
3. Submitting the re-worked application

A. Click **Submission and Sign-off**
B. Click on **Sign**
C. Click **Sign**

The form will be automatically submitted to the Ethics team.

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