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 applications, follow 3a. overleaf
- For Biological Safety Committee applications, follow 3b. overleaf
3. Submitting re-worked application (BSC)

A. Click Submission and Sign-off

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

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

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