

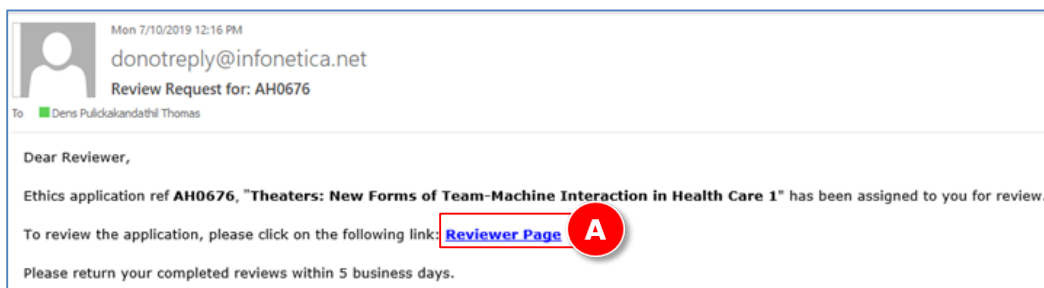
## 1. Introduction

Once an ethics application has been submitted and is ready for committee review (pre-screening by ethics team will have already been completed), the ethics administrator will assign the application to a reviewer to review and provide feedback. As a reviewer you will get an email advising that you have an application to review. You review the application, make your comments and provide an outcome recommendation for the committee to consider.

## 2. Receiving an application for review

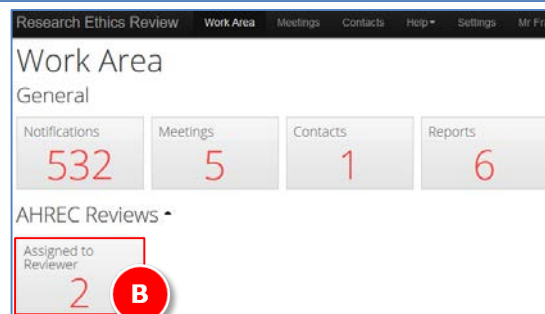
If an application for Ethics Approval has been sent to you for review, you will receive an email with a link to the application form.

A. Click on the link **Reviewer Page** to access Infonetica Ethics RM



B. Click on the tile **Assigned to Reviewer**

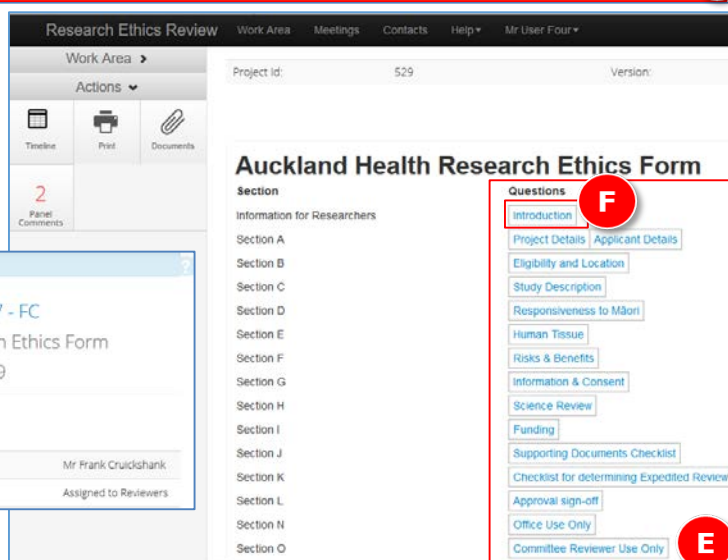
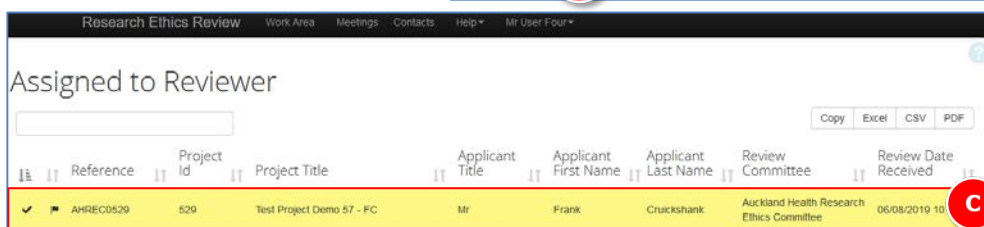
C. Click on the Application to be reviewed



D. Click on the **AH Review Application** button

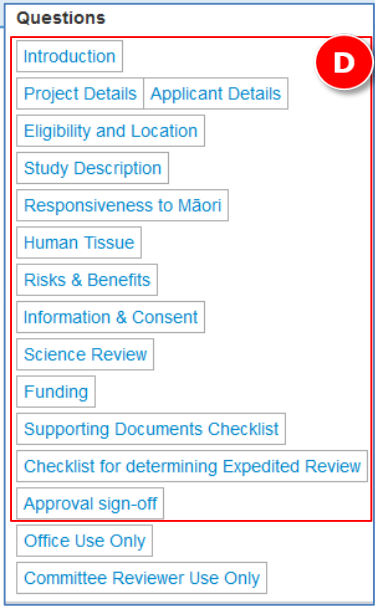
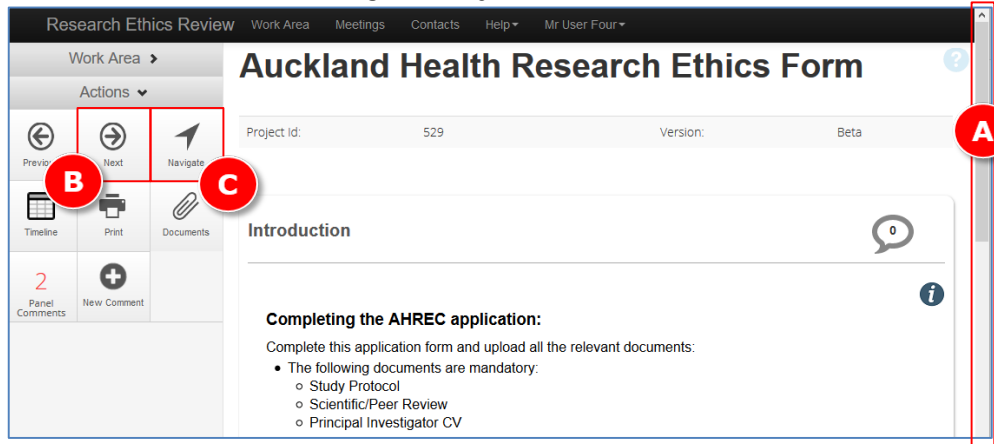
E. The application will be presented with all **Sections** available to review

F. Click on **Introduction** to open the first part of the application



### 3. Reviewing the application

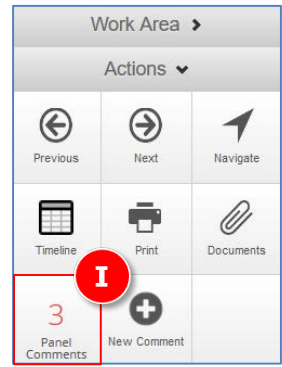
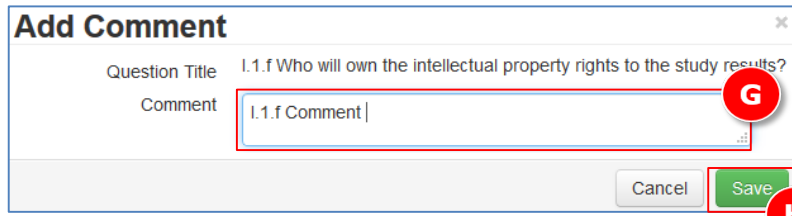
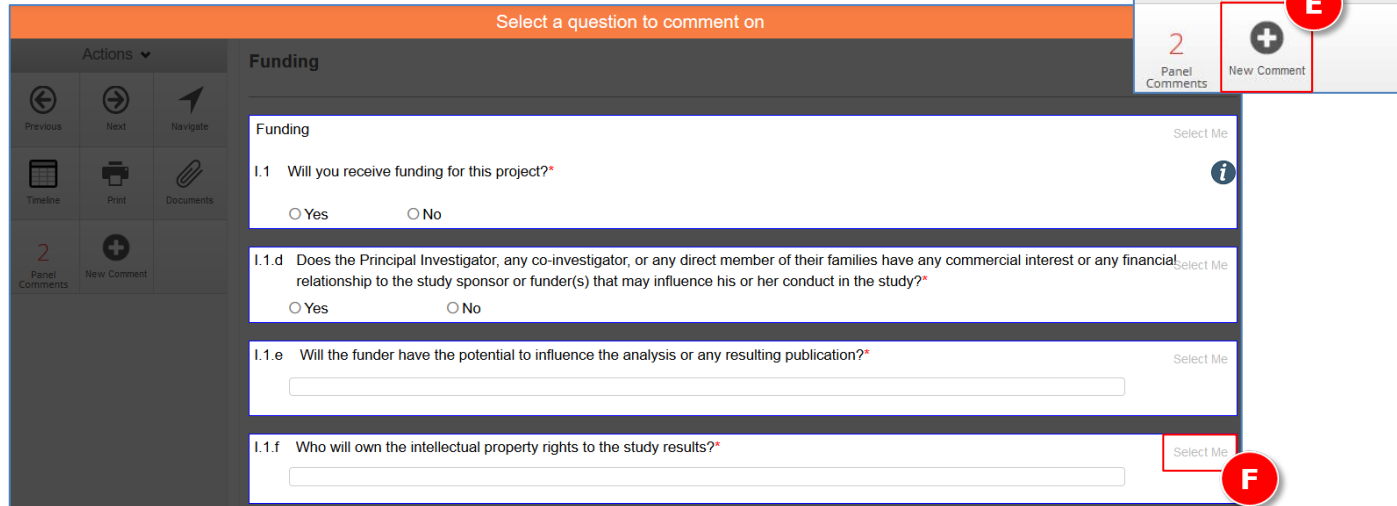
- A. Use the mouse roller or the **side scroll bar** to view the content on each page
- B. Click on **Next** to move to the next question / section
- C. Or click on **Navigate** to bring up the list of sections;
- D. Then click on a section to go directly to that section



### 4. Adding comments

- E. Click on the **New Comment** action button
- F. Click on **Select Me** beside the question want to comment on
- G. Type in comments for that question, starting each comment with the question number
- H. Click **Save**
- I. The number of comments added will display within the **Panel Comments** action button

Repeat **E – H** for all other questions that you want to comment on



**NB** Please remember to start each comment with the relevant Question Number. This will help when reviewing the comments at the Committee Meeting.

## 5. Making a recommendation

- A. Click on **Committee Reviewer Use Only**
- B. Click on the **New Comment** action button
- C. Click on **Select Me** against the Summary and Questions for Committee question
- D. Enter your Project Summary and Questions for the Committee here
- E. Click **Save**
- F. Click on the **New Comment** action button
- G. Click on **Select Me** against the Review Recommendation question
- H. Enter your Review Recommendation here
- I. Click Save
- J. Click on the **Timeline** action button

**Questions**

- Introduction
- Project Details Applicant Details
- Eligibility and Location
- Study Description
- Responsiveness to Māori
- Human Tissue
- Risks & Benefits
- Information & Consent
- Science Review
- Funding
- Supporting Documents Checklist
- Checklist for determining Expedited Review
- Approval sign-off
- Office Use Only
- Committee Reviewer Use Only** **A**

## 6. Completing the review

- K. Click on the **AH Review Complete** action button
- L. Click on **AH Review Complete**
- M. Click on **Yes**
- N. Click on **Work Area** to take you back to the home

## 7. Marking the application as complete

- O. Click on the **Assigned to Reviewer** tile
- P. Click on **Tick** beside the relevant application to mark it as complete
- Q. The number of items displayed in the tile will be reduced

Assigned to Reviewer

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	Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Committee	Review Date Received
<input checked="" type="checkbox"/>	1 212 AHREC 0290	290	Test work July 3-1	Mr	Dens	Pulickakandathil Thomas	Auckland Health Research Ethics Committee	03/07/2019 10:48

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