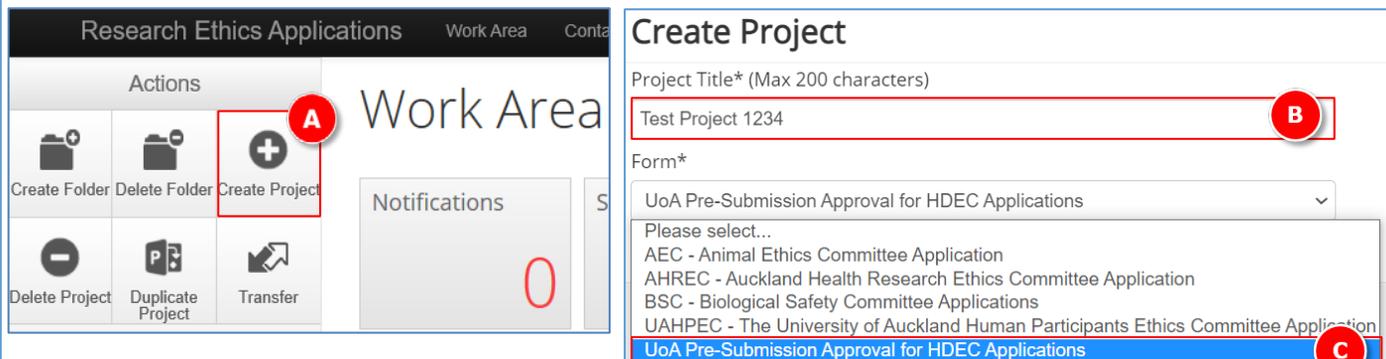


1. Introduction

v1.0
5 May 2021

This guide will take you through the steps to create an application for pre-submission approval for HDEC applications within Infonetica Ethics RM.

2. Create a project



Research Ethics Applications Work Area Conta

Actions

Create Folder Delete Folder **A** Create Project

Work Area

Notifications

Project Title* (Max 200 characters)

Test Project 1234 **B**

Form*

UoA Pre-Submission Approval for HDEC Applications

Please select...

AEC - Animal Ethics Committee Application
AHREC - Auckland Health Research Ethics Committee Application
BSC - Biological Safety Committee Applications
UAHPEC - The University of Auckland Human Participants Ethics Committee Application
UoA Pre-Submission Approval for HDEC Applications **C**

D Create Close

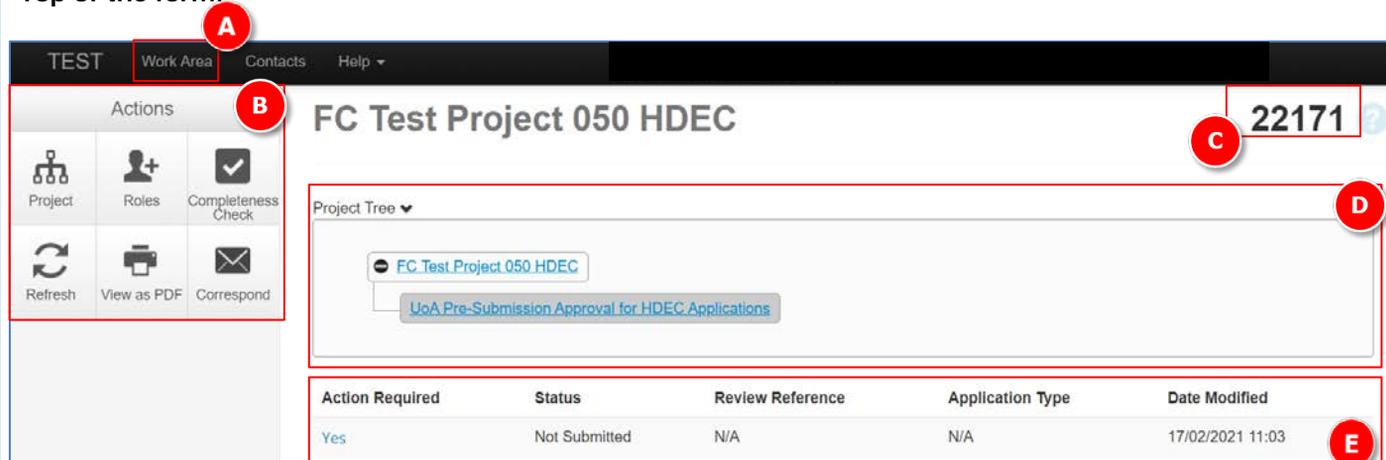
- A.** From the landing page, click on the **Create Project** tile
- B.** Within the pop up box, enter the **project title**
- C.** Select **UoA Pre-Submission Approval for HDEC Applications** from the drop down list
- D.** Click **Create**

NB

Once created, the form type cannot be amended, you must delete and start over.
The Project Title can be amended within the Project Details section.

3. Navigating the application

Top of the form:



TEST Work Area Contacts Help

Actions

Project Roles Completeness Check

Refresh View as PDF Correspond

A

B

FC Test Project 050 HDEC

22171 **C**

Project Tree

FC Test Project 050 HDEC

UoA Pre-Submission Approval for HDEC Applications

Action Required	Status	Review Reference	Application Type	Date Modified
Yes	Not Submitted	N/A	N/A	17/02/2021 11:03

D

E

- A.** The **Work Area** button takes you back to the Home / landing page
- B.** The **Actions** buttons enable you to work with the project you're creating
- C.** A **project number** has been allocated
- D.** The **Project Tree** shows the name of the project and the form selected
- E.** The **Form Status** shows where the application is sitting in the workflow

Action buttons (B):

- **Project** – displays the project tree
- **Roles** – enables you to share the application to specific roles for review and input
- **Completeness check** – shows you which questions you have yet to complete
- **Refresh** – refreshes your application showing the most up to date status
- **View as PDF** – allows you to print the form and questions with or without attachments
- **Correspond** – allows you to message the Ethics & Integrity team regarding the application

3. Navigating the application (continued)

Bottom of the form:

The screenshot shows the bottom of the form with a navigation bar and an actions menu. The navigation bar includes tabs for Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, and History. The actions menu includes Project, Roles, Completeness Check, Refresh, View as PDF, and Correspond. The main content area is titled 'UoA Pre-Submission Approval for HDEC Applications' and contains a list of sections (Information for Researchers, Section A through E) and a list of questions (Introduction, Applicant Details, Human Health Research Study Details, Committee Review, Insurance, Signature). A red circle 'A' highlights the navigation bar, and a red circle 'B' highlights the questions list.

A. The tool bar allows you to display information relating to the form

B. Each section of the form is broken into question sets

4. Filling out the application

A. Click on the first set of **questions** to start filling out the form

The screenshot shows the form with the 'Introduction' question highlighted in a red box and a red circle 'A' next to it. The navigation bar and actions menu are also visible.

B. Use the **Action** buttons to work through the application

The screenshot shows the actions menu with a red circle 'B' next to it. The actions menu includes buttons for Previous, Next, Navigate, View as PDF, Documents, Signatures, Save, Roles, Collaborators, and Completeness Check. A list of descriptions for each button is provided to the right of the actions menu.

- **Previous** – takes you to the previous page (and automatically saves application)
- **Next** – takes you to the next page (and automatically saves application)
- **Navigate** – takes you back to the front page of the form so that you can select from the list of question sections (and automatically saves application)
- **View as PDF** – allows you to print the form with or without attachments
- **Documents** – displays a list of documents you have uploaded as part of this application (see over for more information on uploading documents)
- **Signatures** – displays a list of people from whom you have requested signatures as part of this application (where applicable) and the current status of these signatures (*not required for Biological Safety Committee applications*)
- **Save** – will save the current page (pages are saved automatically if you click **Next** or **Previous**)
- **Roles** – enables you to share the application to specific roles for review
- **Collaborators** – shows a list of people you have shared the application with
- **Completeness check** - shows you which questions you have yet to complete

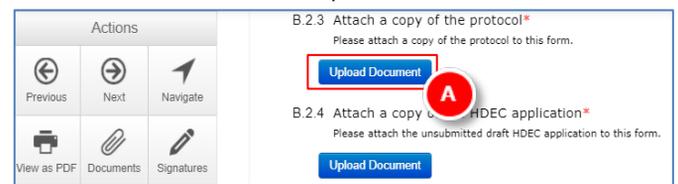
Hints and tips when filling out the form:

- The form is dynamic, so your answers to some questions may result in more or different questions
- Boxes expand as you type into them
- There is a built in spell-check
- Any hyperlink that you click on in the form will open a new window so that you can return to your application
- Information icons **i** will be populated with **Help** information for that question
- The system times out through inactivity after 60 minutes

NB The page you are working on will not save unless you click on Save or go to the Previous / Next page (if the system times out you will lose the data on your current page)

5. Uploading documents

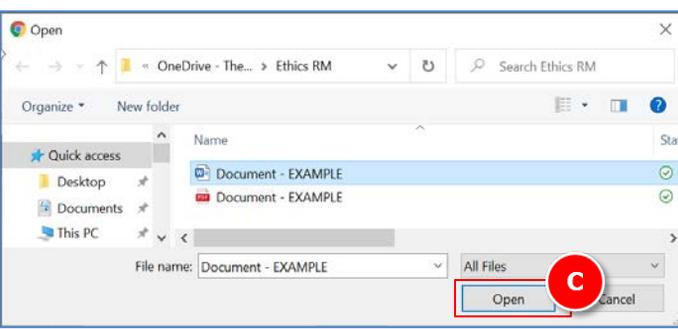
> The form will provide opportunities to upload documents for certain questions



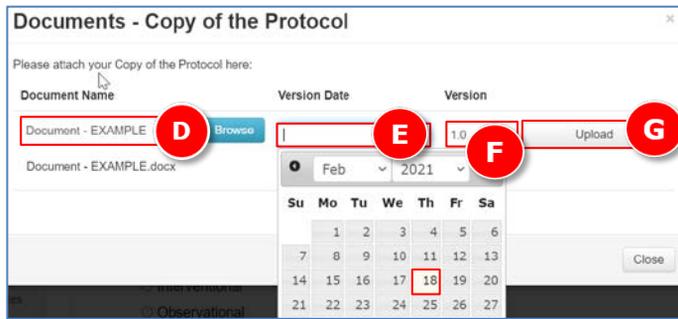
A. To attach a document to the application, click on **Upload Document**



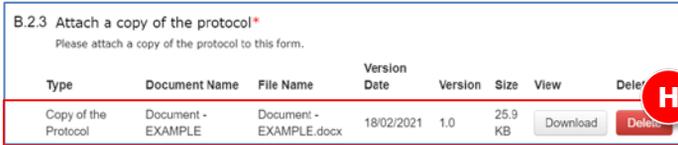
B. Click on **Browse** to search for the document



C. Search your drives / folders for the relevant document and when selected click on **Open**



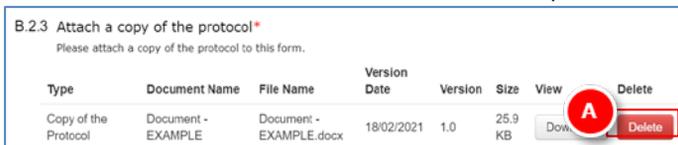
- D. The **document name** will be displayed in Ethics RM
- E. For documents that have mandatory requirement (e.g. CVs, Protocol), click in the **Version Date** field to bring up the calendar and select the relevant date
- F. Enter the **Version number** (when mandatory)
- G. Click on **Upload**



H. The document details will be displayed

6. Changing an uploaded document

> If an incorrect document has been added then this needs to be deleted and the correct one uploaded.



A. Within the relevant question where the document was added, click **Delete**

> Repeat steps **A – G** within section **5.Uploading documents** to upload the correct document

NB If a document has been replaced following a request for further information by the Ethics Team, please enter a new version number so the pre-screener and Reviewer know this has been updated

7. Checking signatory is in Ethics RM

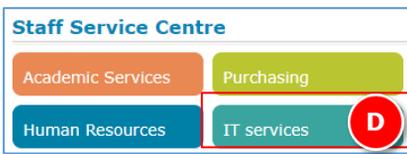
- > A link to the list of people (and their delegates) responsible for academic sign-off is available from the sign-off page in Ethics RM .
- > If you intend submitting the application for sign-off to an individual not included in this list you should check they are already set up in the system



A. Click on the **Applicants Details** Section



- B. Within a **'Search User'** field start entering the name of person you want to sign-off the application
- C. If they are available within Ethics RM their name will appear



D. If the name does not appear, raise a job with IT Services through the Staff Intranet to request the name be added to the system – or click link [here](#)

8. Submitting the application

Once all mandatory questions have been answered, the application can be submitted.

- > For pre submission approval of HDEC applications the form must be submitted for sign-off by the Academic Head – refer to the quick guide **Submit HDEC application approval request**