

Using the Online Ethics Form – Guide for Applicants

How to access the form

Go to ResearchMaster here: <https://rme.vuw.ac.nz/RMENet/>

The screenshot shows the ResearchMaster Enterprise 5.15.0 interface. At the top, there is a navigation bar with tabs: Home, Ethics, PBRF, Personnel, Reporting, and Research Outp. The 'Ethics' tab is highlighted with a red circle, and a callout box points to it with the text: "Log onto RM, hover over Ethics and click on Applications". Below the navigation bar, there is a sidebar menu with options: Create A, My Appli, Pending, For Review, For Assessment Review, and All Applications. The main content area displays a table of applications with columns: Application ID, Application Title, Status, and Prima Invest.

Application ID	Application Title	Status	Prima Invest
TYPE: Human Ethics			
0000019633	This is the new form in Test	Pending	
0000019699	Working group - Allison as HoS	Pending	
0000019689	New Application	Pending	

A close-up of the 'Applications' sidebar menu. The menu items are: Create Application, My Applications, Pending, For Review, For Assessment Review, and All Applications. Callout boxes point to 'Create Application' and 'My Applications'.

Click on Create Application

You can also view any other applications you have in process

Completing the form

Consult the Information page for advice and tips about using the form

If the applicant is a student, an additional Student Research page appears here

Click on the blue links to move between pages

This page is only available for previously approved applications

Home Ethics PBRF Personnel Reporting Research Outputs

Testing 'final draft' workflow

Application Status: Pending Workflow State: Under committee review (HEC) Other Forms:

Final Draft Research Form

Form Review Action

Expand Collapse

- Research Form
 - Information
 - Application Details
 - Project Details
 - Key Dates
 - Proposed source of funding and other ethical considerations
 - Treaty of Waitangi
 - Information about participants
 - Informed consent
 - Access, storage, use, and disposal of data
 - Dissemination
 - Documents
 - Signoff
 - Amendment or extension request (available only for approved applications)

Application Details

- Ethics category code *
Human
- Application ID
0000019707
- Which committee are you
Human Ethics Committee
- Title of project *
Testing 'final draft' workflow
- School or research centre *
SCCST
- Please list all personnel involved in this project. Ensure that all will be asked to add this information on the next page.
To add a person, search for their Victoria ID if known, otherwise glass to search for results

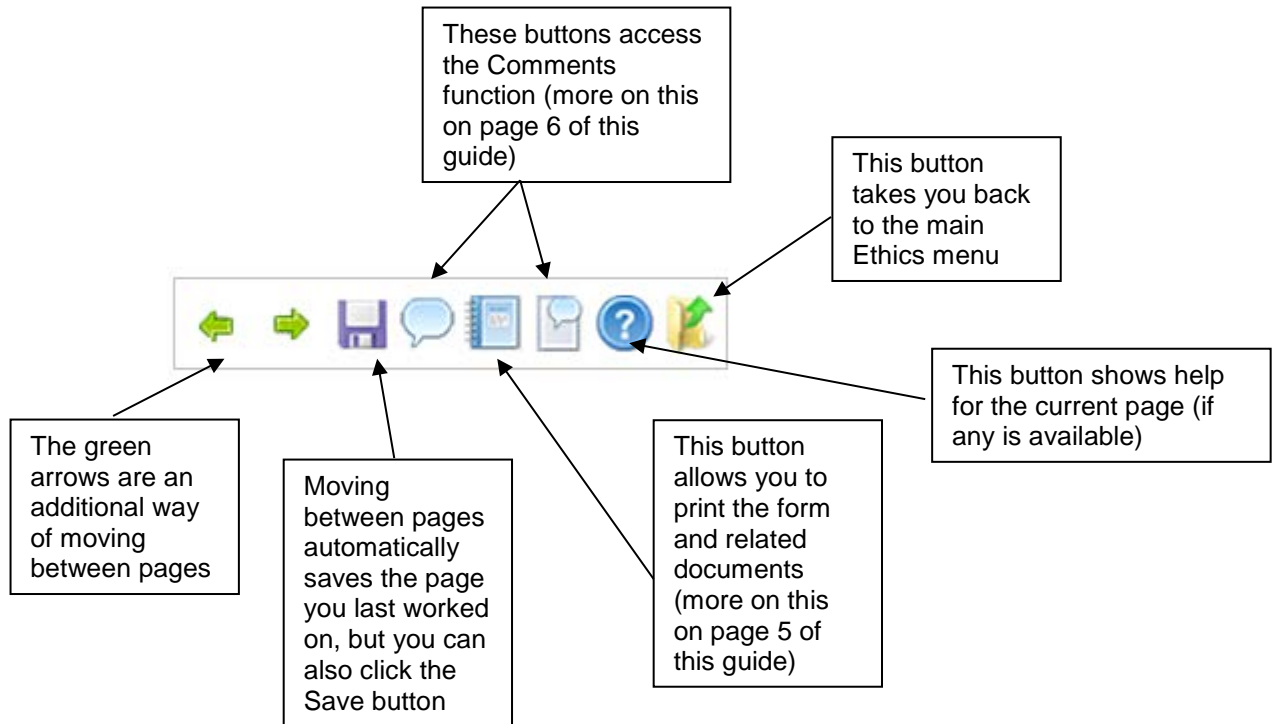
A red asterisk means the question is compulsory

Some questions have help text to help you complete them

The School code pre-populates. If it is wrong, you can manually change it – use the magnifying glass to search for your school code

All researchers listed on the form need to sign off on the Signoff page before the form can be submitted. Principal investigators can sign off on behalf of researchers external to Victoria. See signoff page for details

What the buttons at the top do



What the tab buttons on the left mean

The image consists of three screenshots of a web application interface, each with a callout box explaining a specific tab.

Top Screenshot: Shows the 'Review' tab selected. The 'Form' tab is active, displaying a list of sections: Information (checked), Application Details (checked), Project Details (warning), Key Dates (warning), and Proposed source of funding and (warning). The 'Review' tab has 'Expand »' and 'Collapse «' buttons. A callout box on the left explains that the Review tab is used to assign a peer reviewer and provide comments. A callout box on the right explains that once a reviewer is added, they can access and comment on the form.

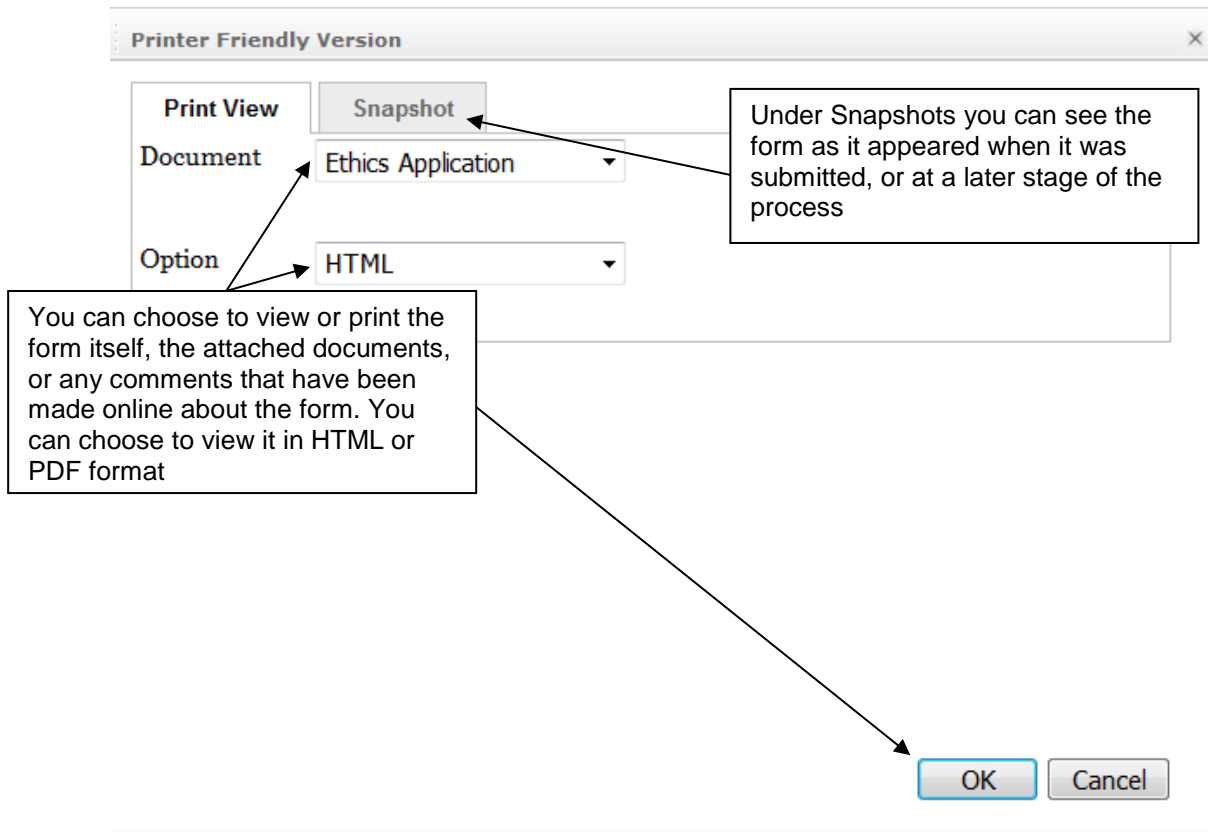
Middle Screenshot: Shows the 'Form' tab selected. The 'Review' tab is active, displaying a 'Peer reviewers' section. The 'Action' tab is also visible. A callout box on the left explains that the Form tab returns the user to the form itself. A 'Reviewer Group' section is visible with a 'Select Reviewer' search box and a table with 'Full Name' and 'No records to display'.

Bottom Screenshot: Shows the 'Action' tab selected. The 'Form' and 'Review' tabs are also visible. The 'Action' tab displays a list of actions: Delete, Email application, Submit for review, and Request signoff from other researchers. A callout box on the right explains that the Actions tab displays things you can do while the form is at its current stage, such as deleting the form, emailing it, or submitting it.

Printing out the form and documents



On the screen which appears, choose what you want to print out, e.g.: the Ethics application, and the format you want to open it with (e.g. PDF).



Making and viewing comments

This button allows you to view and make general comments about the form



This button allows you to view and make comments about the specific page you're currently on

You can view and print a report listing comments for your application. **These may include changes the committee wants you to make before the application can be approved.**

Application Comments

[New Comment](#) [Mark Selected Comments as Resolved](#) All

<input type="checkbox"/>	Type	Author	Date	Comments	Confidential?	Responded?	Resolved?
No records to display.							
Change page: < > Displaying page 1 of 1, items 1 to 0 of 0.							

Click here to make a new comment. While the form is in draft, your research team and peer reviewer (if applicable) will be able to see and add to comments. Committee members will not have access to the form until it is submitted, but once it is submitted they will have access to comments, as will your supervisor if you are a student. **Therefore, ensure that you delete any confidential comments before submitting the form!**

Testing 'final draft' workflow

Application Status: **Pending** Workflow State

Final Draft Research Form

Form Review Action

Expand » Collapse «

- [-] Research Form
 - ✓ Information
 - ✓ Application Details
 - ! Project Details
 - ! Key Dates
 - ! Proposed source of funding and other ethical considerations
 - ▶ Treaty of Waitangi

A flag here means there are general comments. These may be from other researchers, or from committee reviewers. To access them, click

A flag here means there are page-specific comments. Go to the flagged page and click on

If the flag is red, you need to pay special attention: these points must be resolved before the application can be approved.

What happens once the form is submitted?

The diagram below shows what happens once the form is submitted. Automated emails will prompt you, your supervisor if relevant, and the committee whenever action is required in order to progress the form.

If you are submitting to the Pipitea subcommittee, you will need to ensure that a School representative reviews the form prior to submission (you can assign a School representative through the Peer Reviewer link on the Review tab of the form).

