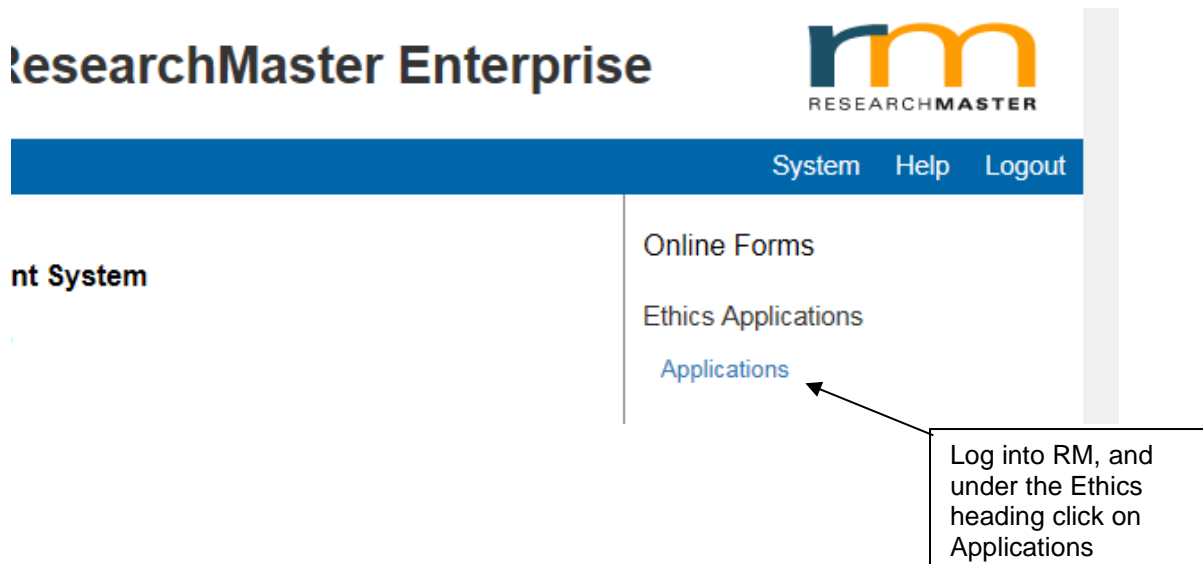


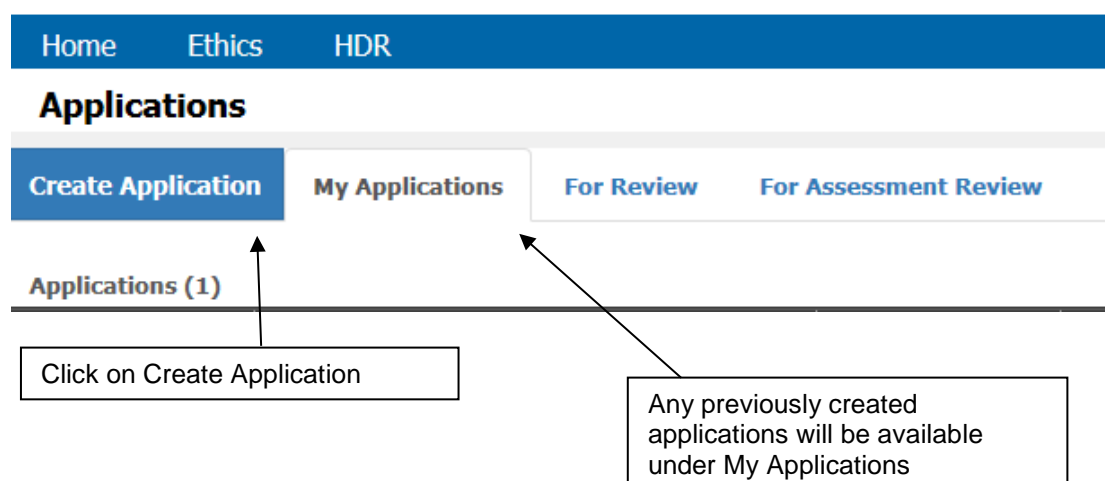
Using the Online Ethics Form – Guide for Applicants

How to access the form

Go to ResearchMaster here: <https://rme6.vuw.ac.nz/RME6/>



The screenshot shows the ResearchMaster Enterprise website. The header includes the logo and the text "ResearchMaster Enterprise". Below the logo is the "RESEARCHMASTER" text. A blue navigation bar contains "System", "Help", and "Logout". A dropdown menu is open under "System", showing "Online Forms", "Ethics Applications", and "Applications". A callout box with an arrow pointing to "Applications" contains the text: "Log into RM, and under the Ethics heading click on Applications".



The screenshot shows the "Applications" page. The header includes "Home", "Ethics", and "HDR". Below the header is the "Applications" section. A blue button labeled "Create Application" is highlighted. A callout box with an arrow pointing to this button contains the text: "Click on Create Application". To the right of "Create Application" are tabs for "My Applications", "For Review", and "For Assessment Review". A callout box with an arrow pointing to the "My Applications" tab contains the text: "Any previously created applications will be available under My Applications". Below the tabs, the text "Applications (1)" is visible.

Choosing the correct form

Choose the appropriate form for the Committee you are applying to, based on your school. There is 1 Central Committee (HEC Central) and 3 Sub-Committees (Psychology, Pipitea, and Information Management). It is important to choose the correct form or you will need to re-apply.

Abbreviation	Title
PsychScreening v1	Psychology Application Form with Screening Questionnaire v1
AEC 6.1	Animal Ethics Form v6.1
Pipitea/SIM v1	Pipitea, Information Management subcommitteesv1
CentralScreeningv5.5	HEC Central Application Form with Screening Questionnairev5.5

Change page: < 1 > | Displaying page 1 of 1, items 1 to 4 of 4.

Change page: Go Page size: Change

Completing the screening questionnaire

Before the full form is generated, you will need to complete a screening questionnaire. This is a series of yes/no questions to assess the possible risk of your application. Based on your answers, an application form will be generated as Category B (lower risk) or Category A (higher risk)

New Application

Application Status: **Draft** Workflow State: **Draft (Screening Questionnaire)** Other Forms: [HEC Central Application Form with Screening Questionnaire](#)

Form **Action**

Expand » Collapse «

- [Screening Questionnaire](#)
- [Information](#)
- [Key Information](#)
- [Screening: Health research](#)
- [Screening: Risk of Harm](#)
- [Screening: Consent](#)
- [Screening: Other](#)

Screening: Health research

Information

The following questions will determine whether your application is initially considered to be Category A (requiring full review), Category B (not requiring full review), or Category C (not requiring full review). Unsure if a question applies to your research? YES. If your application is later found to be wrongly assessed as Category B, your research may be reassessed as Category A and will require assessment at a monthly meeting of the HEC.

6. Does the project involve health research? *

Yes

No

'Health Research' is research that

- aims to generate knowledge for the purpose of improving health and independence outcomes
- accesses identifiable health information; or
- involves the collection of human tissue or genetic information

7. Does the research involve any form of physically invasive procedure on participants, such as the use of needles, catheters, or surgery?

Yes

No

8. Does the research involve any intervention administered to the participant, such as drugs, medicines, or surgery?

Yes

No

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

Click on the blue links to move between pages

When you have answered all questions in the screening form, save and then follow the on-screen instructions to submit. This will then generate your application form.

26. Does the research involve a conflict of interest or the appearance of a conflict of interest for the researcher (for example, where the researcher is also the researcher)?
- Yes
- No

To proceed: Save the form, click on the Action tab on the top left of the screen, and click on Submit Questionnaire.

You will then be taken automatically to the most appropriate form based on your answers to this questionnaire.

Completing the form

The screenshot shows a web application interface for completing a research form. The top navigation bar includes tabs for Home, Ethics, PBRF, Personnel, Reporting, and Research Outputs. The main content area is titled "Testing 'final draft' workflow" and shows the application status as "Pending" and the workflow state as "Under committee review (HEC)".

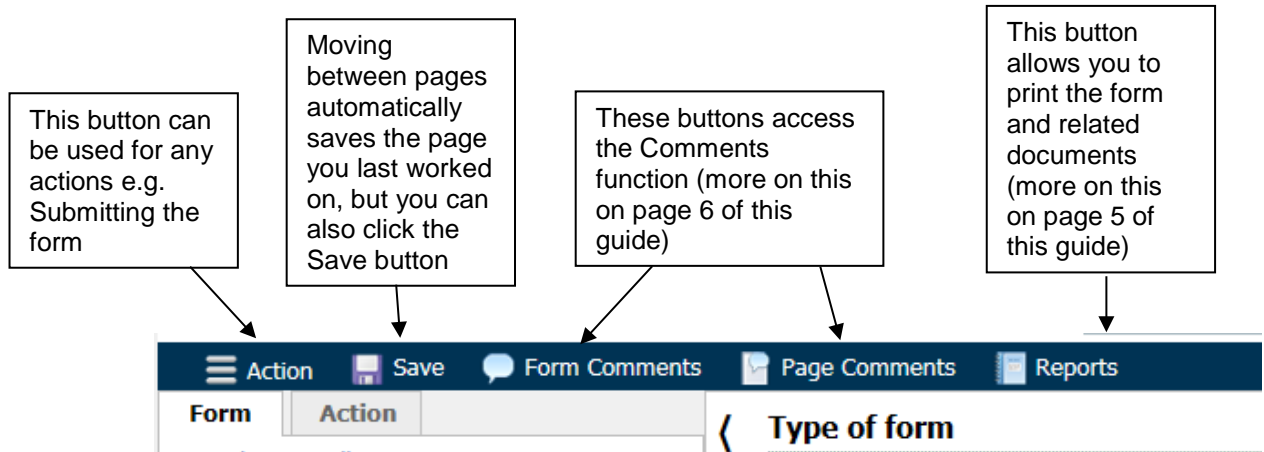
Annotations on the screenshot include:

- A box pointing to the "Research Form" section in the left sidebar: "If the applicant is a student, an additional Student Research page appears here".
- A box pointing to the "Application Details" section: "A red asterisk means the question is compulsory".
- A box pointing to the "Which committee are you applying to?" question: "Some questions have help text to help you complete them".
- A box pointing to the "School or research centre" question: "The School code pre-populates. If it is wrong, you can manually change it – use the magnifying glass to search for your school code".
- A box pointing to the "Amendment or extension request" section: "This page is only available for previously approved applications".

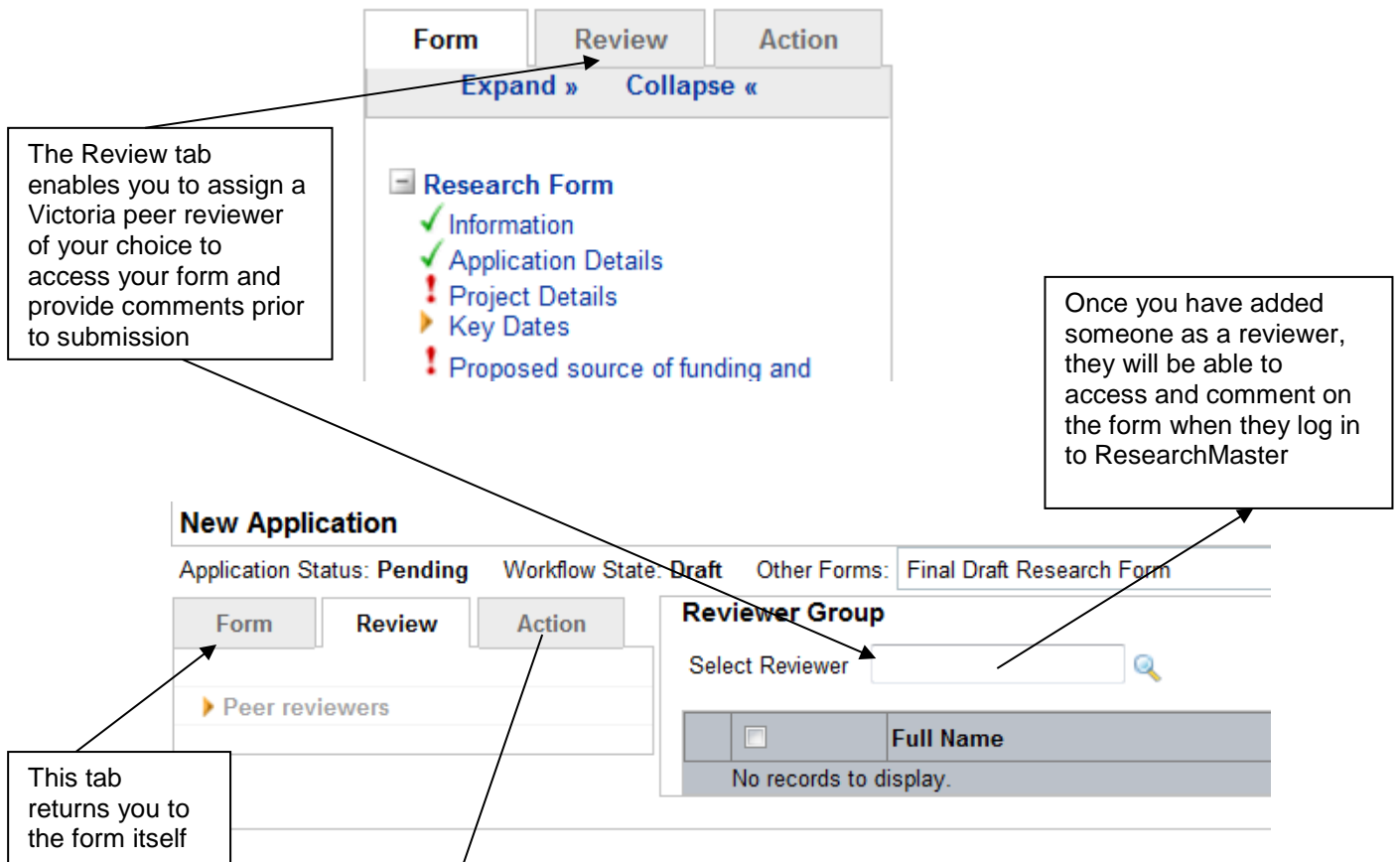
The form fields shown include:

- Ethics category code * (Dropdown menu: Human)
- Application ID (Text input: 0000019707)
- Which committee are you applying to? (Dropdown menu: Human Ethics Committee)
- Title of project * (Text input: Testing 'final draft' workflow)
- School or research centre * (Text input: SCCST, with a magnifying glass icon and "Social and Cul" visible)
- Please list all personnel involved in this project. Ensure that all will be asked to add this information on the next page.

What the buttons at the top do



What the tab buttons on the left mean



New Application
Application Status: **Pending** Workflow State

Form Review Action

- Delete
- Email application
- Submit for review
- Request signoff from other researchers

The Actions tab displays things you can do while the form is at its current stage in the process. From the draft stage, you can delete the form, email it to someone as an attachment, submit it, or send an email to other researchers listed on the application asking them to sign off.

Printing out the form and documents

Click on the Reports button

Action Save Form Comments Page Comments Reports

Form Action < Type of form

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). **NOTE:** If nothing happens after clicking ok, this is because your browser is blocking pop-ups. Allow pop-ups for this website.

Printer Friendly Version

Print View Snapshot

Document Ethics Application

Option HTML

Under Snapshots you can see the form as it appeared when it was submitted, or at a later stage of the process

You can choose to view or print the form itself, the attached documents, or any comments that have been made online about the form. You can choose to view it in HTML or PDF format

OK Cancel

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

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

OK

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).

