



MACQUARIE  
University

# Animal Ethics Online Form

HEAD OF DEPARTMENT (HOD) REVIEW USER GUIDE

This guide is provided for Head of Department Reviewing Animal Ethics Research Application

**Version 2.3**

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# Introduction

Application for Animal Ethics Research submission to Macquarie University is performed online via Research Master Network (RMENET) in Integrated Research Information System (IRIS).

## Who should use this form

As Head of department, you are required to log in to RMNET to **review and provide signoff** to the Animal Ethics Online Form submitted by researchers within your department. Your signoff is a pre-requisite for each project to obtain the approval from the Macquarie University's Animal Ethics Committee (MQ AEC).

This manual will help you to login, provide comments, review comments and provide final signoff for each of animal ethics application form submitted by researchers within your department.

## Before you start

- Ensure that you have an uninterrupted connection to the internet before login in.
- Installed a working web browser (current preferred browser: Firefox)
- Allow pop-up windows for the IRIS website (i.e. <https://iris.mq.edu.au/rmenet>)
- You should be getting an email notification whenever a new animal ethics application form is ready to be reviewed and signed off

## Getting help

In addition to this instructional guide, there are several ways to get help or find information to assist you:  
For issues specific to your animal ethics application:

### [Macquarie University Animal Ethics FAQs](#)

Contact Person: Animal Ethics Secretariat

Email: [animal.ethics@mq.edu.au](mailto:animal.ethics@mq.edu.au)

Phone: +61 2 9850-7758 / 9850-4457 or 9850-4456

Technical help via OneHelp

[OneHelp website](#)

Enquiry / Report a problem

Email: [onehelp@mq.edu.au](mailto:onehelp@mq.edu.au)

Phone: +61 2 9850 4455

## How to Log In

Go to: <https://iris.mq.edu.au/rmenet/>

Use your OneID Username and Password (normally it is your MQ staff number)



You will be greeted with the home screen.

Go to the dropdown menu **Ethics >> Application**.

## Opening an Animal Ethics Application

You will find applications needing your review under **Ethics >> Application** and selecting **For Review**

All other applications that you will have access to will be displayed under **All Applications**



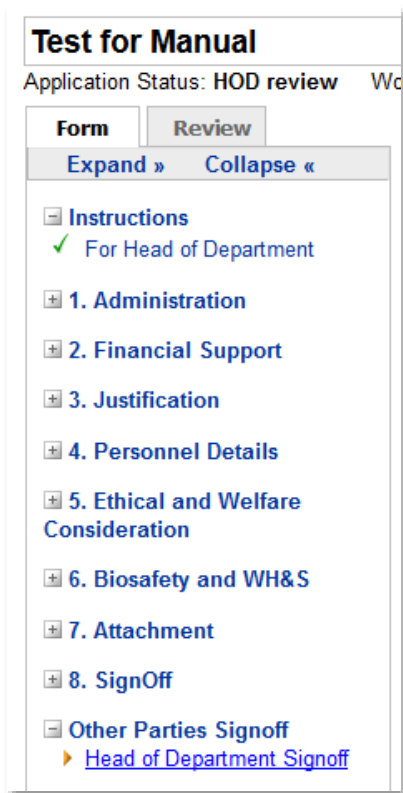
# System Navigations

Once the application is opened, you will be presented with several window panes and icons

Layout and navigational panes

1. **Left hand side pane**  
This is the navigation pane containing sections of the application form.
2. **Right hand top pane**  
This pane contains navigational icons, available throughout your application
3. **Main pane**  
This pane shows the content of the form (instructions, questions and links)

## Left hand side pane



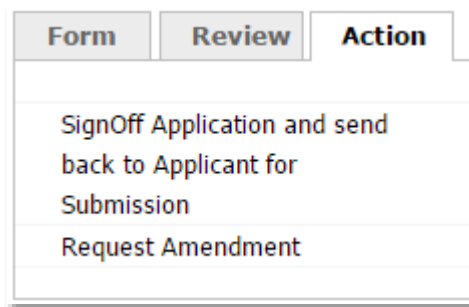
There are three tabs visible in this left hand side pane:

### 1) Form

This contains the hyperlink index to each section of the application forms. Also available, the option to expand or collapse the section tree of the form.

A green tick mark ( ✓ ) should be displayed for each page, indicating that the page have been completed by the applicant.

## 2) Action



The Action tab contains action links to:

**SignOff Application and send back to Applicant for Submission** – Click this link to send the application after you have provided signoff

**Request Amendment** – Click this link to send the application back to Applicant for modification / changes / amendment to the application.

## Right hand top pane



These are, respectively:

**Next Page, Save, Application Comments Reports, Page Comments, Help, Exit**

## Main Pane

The main pane displays information and question of the form. You may click on any of the active link without navigating away from your form.

## Next Page Icon



This icon is displayed on the right hand bottom corner.

This will take you to next section.

## Confirm or Cancel Icon



These icon will be shown on the lower right hand corner on any subwindows appearing as a part of a

table entry.

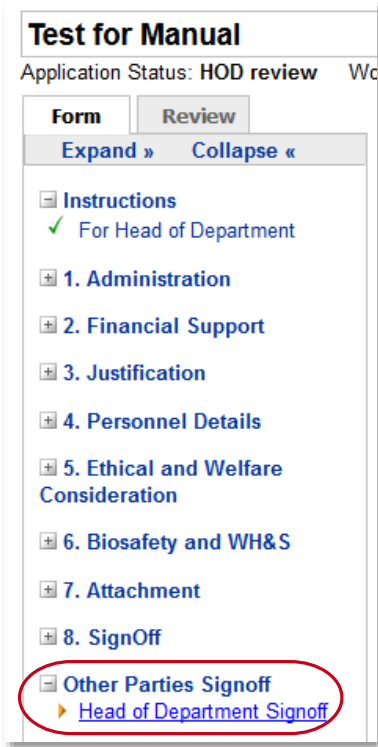
Once you review the application you'll be able to:

- Signoff application
- Request amendments and add comments.

# Signing off applications

Once you have reviewed the application and happy for it to go through to the Research office, you can signoff the application

1. Go to **Other Parties Signoff >> Head of Department Signoff**



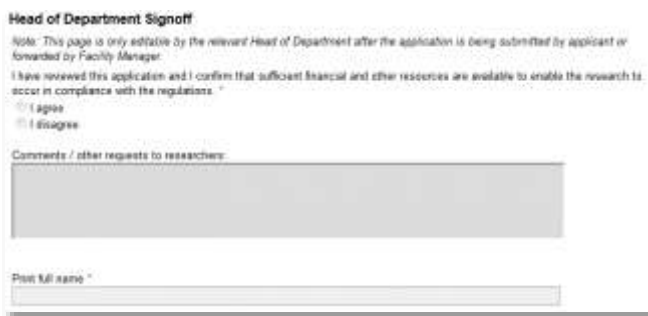
**Test for Manual**  
Application Status: HOD review Wc

**Form** **Review**

Expand » Collapse «

- Instructions  
✓ For Head of Department
- 1. Administration
- 2. Financial Support
- 3. Justification
- 4. Personnel Details
- 5. Ethical and Welfare Consideration
- 6. Biosafety and WH&S
- 7. Attachment
- 8. SignOff
- Other Parties Signoff**  
▶ **Head of Department Signoff**

2. The main pane will then display:



**Head of Department Signoff**

Note: This page is only editable by the relevant Head of Department after the application is being submitted by applicant or forwarded by Facility Manager.

I have reviewed this application and I confirm that sufficient financial and other resources are available to enable the research to occur in compliance with the regulations.

I agree  
 I disagree

Comments / other requests to researchers:

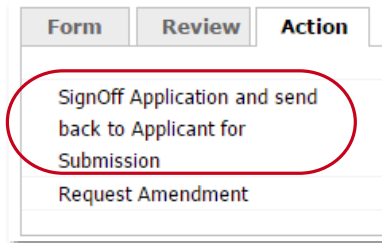
Post full name \*

If you are satisfied with the applications and no further comments on the application you may select **I agree** and print your full name. Otherwise select **I disagree**, enter your comments / request

3. Click the save icon (on the top right hand pane) to save your responses.



4. Go to the Action tab on the left panel and either:
  - a. **Signoff Application and send back to Applicant for Submission**, or
  - b. **Request amendment.**  
This will forward the application back to the applicant requesting them to amend / add more information on their application.



**Form** **Review** **Action**

- SignOff Application and send back to Applicant for Submission
- Request Amendment

## Save and Log Out

We recommend you to save and log out from the application as soon as you have made your comments and have sent the application back to the applicant either for amendment or for submission.

To Exit RMENET, click the exit icon on the top left hand pane

