MACQUARIE
University

Animal Ethics Online Form

RESEARCHERS USER GUIDE

This guide is provided for Researchers and students applying for Animal Ethics Clearance

Version 2.3

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Contents

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MACQUARIE University

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

All staff and students who will be conducting research or demonstrating teaching projects that may involve the following, must apply to Macquarie University's Animal Ethics Committee (AEC) for ethics approval.

This includes the use of animals in research, teaching, field trials, product testing, diagnosis, the production of biological products and environmental studies. Observational studies of wildlife also require AEC approval.

This form is applicable to all types of Animal Ethics Research Application, including rodent, wildlife research, teaching, surveys and notification of external collaborative work. The form contains built in logics to provide you with only relevant questions for the type of application that you wish to submit.

This manual will help you to **accurately input your data into the form and to submit you application through the online form in RMENET**

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)

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
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
Phone: +61 2 9850 4455

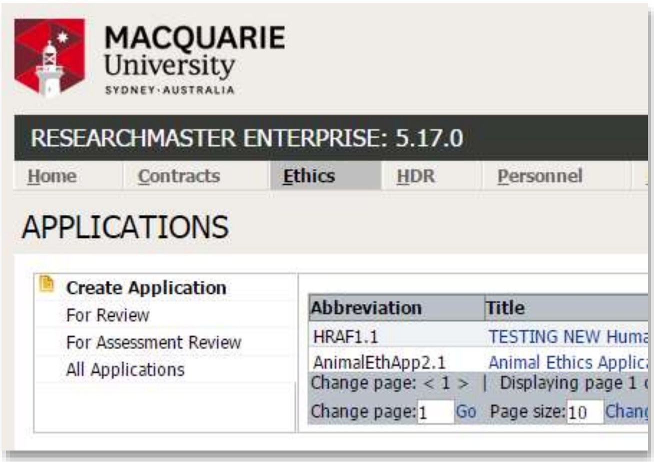
How to Log In

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**.



Creating a new Animal Ethics Application

You can create application via **Ethics** >> **Application** and selecting **Create Application.**

This will create and open a new Animal Ethics Application Form for you to complete.

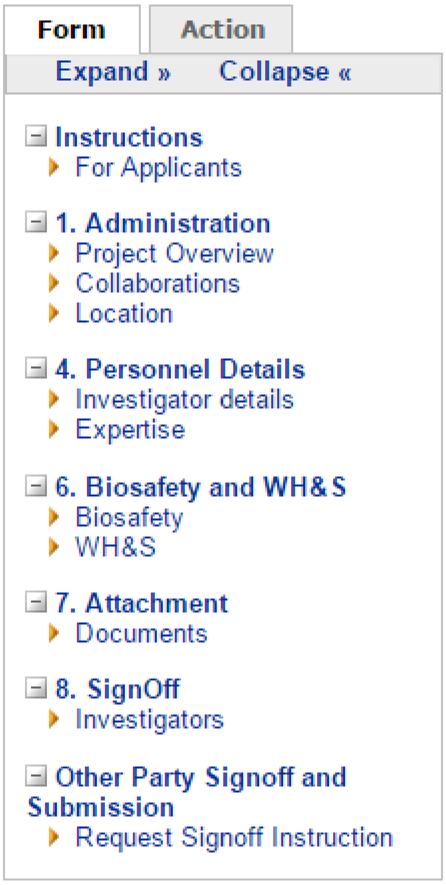
System Navigations

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



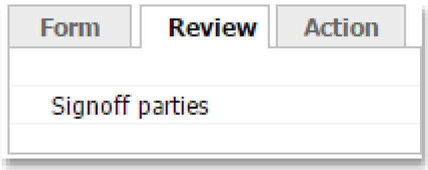
There are three tabs visible in this left hand side pane:

1) Form

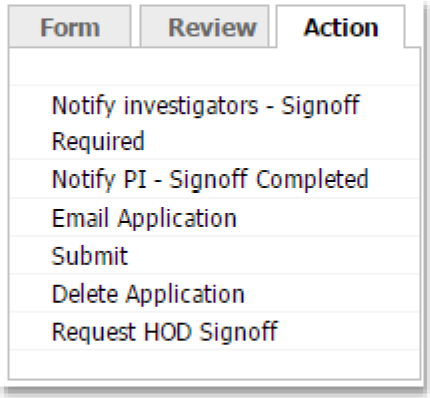
This contains the hyperlink index to each section of the application forms. Also available, the option to expand or collapse the section tree of the form.
A green tick mark (✓) should be displayed for each page, indicating that the page have been completed.
It is advisable that you fill in the form sequentially.

2) Review

The Review tab contains links for you to check who the signoff parties are after you have submitted your application.



3) Action



The Action tab contains action links to:

Notify investigators – Signoff Required – Click this link to send email to other investigators listed on your application to notify them to signoff.

Notify PI – Signoff Completed – For other investigator to click this to send email notification to Principal Investigator (PI) that they have signoff the application.

Email application – Click this link to send pdf version of your application to yourself / other people.

Delete application – Click this link to delete your application draft. Only Principal Investigator may perform this action.

Request HOD Signoff – Click this link to send application to your Head of Department for Signoff.

Right hand top pane

These are, respectively:

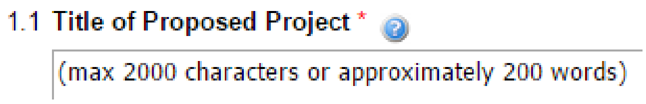
Next Page, Save, Application Comments

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.

Asterisk



Any field marked with a red asterisk is a mandatory field and must be completed before you can progress.

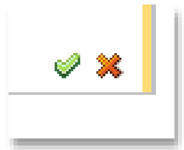
Help Icon

Context-sensitive help is available for every question in each section throughout the application by clicking the blue question mark icon.

Next Page Icon

This icon is displayed on the right hand bottom corner.
This will take you to next section. Clicking this icon will also automatically save the application

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.

Research Master will save when you move to the Next Page, but please to also remember to Save as you go!

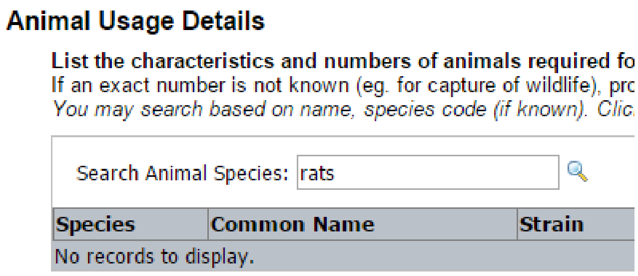
Completing new application

Animal Usage Details

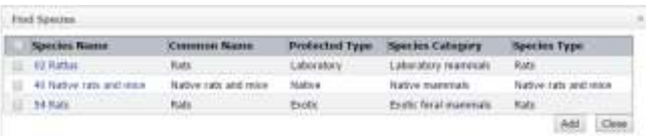
*This section (under **Section 3. Justification**) captures information about the characteristics and number of animals required for your project. If you are submitting an External Collaboration Notification only, you will not see or be required to enter this section.*

To enter animal details:

1. Search and add Animal Species
   The most straight forward searching method is by entering the species name and then use the magnifying glass icon to execute the search

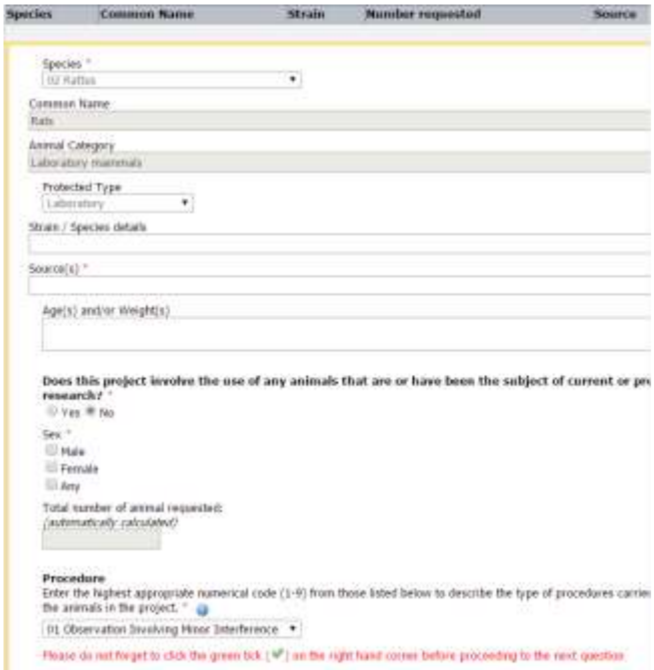


2. The Find Species window will appear. Simply click on the hyperlink to select the correct species or you may also tick the box and click Add.



3. After selecting the correct species, an expanded version of the window will appear to enable you to enter the strain, age and weight, sex, number of animals requested and the surgical procedures that will be conducted on these animal.

   Some of the fields has been automatically filled in from the database. This is a read-only greyed field



4. Scroll to the right, where you will find the green tick on the lower right hand corner.
   Click the green tick to save

Note: In the case where you have different animals within the same project are subjected to different procedure categories, you will need to enter the animal and the relevant numbers as separate entries.

Eg. If a total of 400 blue tongues are to be observed in the protocol but 40 of those are to be fitted with GPS units, please allocate

360 to procedure category 1 – Observation involving minor interference and

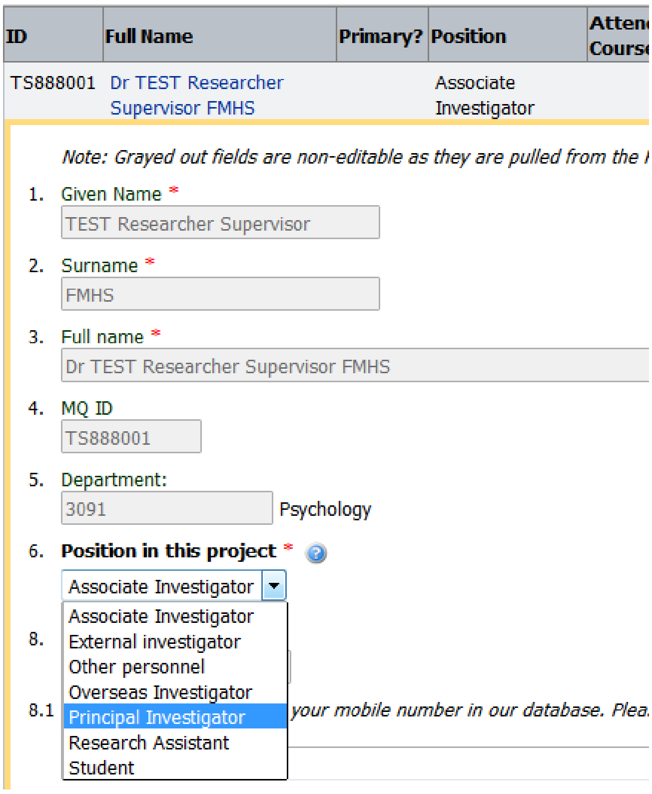
40 to procedure category 3 – Minor conscious intervention

Personnel Details

All personnel involved in your research project who may need to be in contact with your research animals must be listed in this section (**Section 4. Personnel Details**). This may include associate investigators, research assistants, students, volunteers, and even interns working temporarily on your project.

Note: It may be helpful to have all the details for everyone on your project ready, before starting this part of the form.

Question 4.1: You are automatically added as the Associate Investigator. Click on your name to the window containing your details. Check if all your details are current and answer additional questions relating to your ethics certification



The information detail area will be expanded show in the bottom figure.

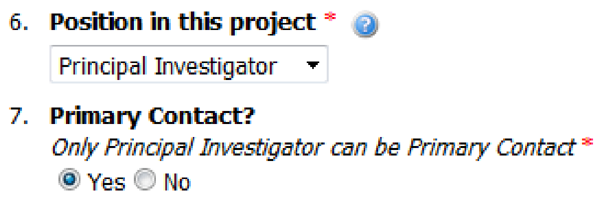
Some of the information will automatically appear as they are pulled from Human Resources records. These entries are greyed and may not be modified.

Position in this project

Please select your position in this project via the drop down.

You must nominate a Principal investigator for your project. When the option Principal Investigator is selected, additional question to nominate the primary contact will appear.

Note: Only creator of the form and the Principal Investigator may delete draft and submit the form to Research Office.



For the complete list of available position and how it should be selected, see Appendix D: Investigators

Once you have confirmed that everything is correct, you simply confirm by selecting the green tick mark at the bottom right of this dialog box (or Cancel by hitting the red cross icon)

Adding other investigators on the project

The most straight forward method for searching is to enter by a MQ staff/student number and then use the magnifying glass icon to execute the search

The search function is capable to handle first or last name search. However depending how common the searched name is, the search function may take a while to load and return too many results.

If you would like to search by any other criteria, you can use the **More Criteria** hyperlink.

Selecting this will open up an expanded view where you can search further detail. **Clear** to clear all fields entered and **Cancel** to return.

Selecting the person you want from the list will automatically add him/her and their respective details to your investigator list.

Note: When multiple entries for the same person appear always choose the one with MQ ID attached to it.

Adding external personnel (if needed)

In the Search & Add Person popup window is a link called ***Add External Person***. This lets you manually add someone who cannot be found in your search. Selecting this link will open another dialog box where you can add all their details, project position and status.

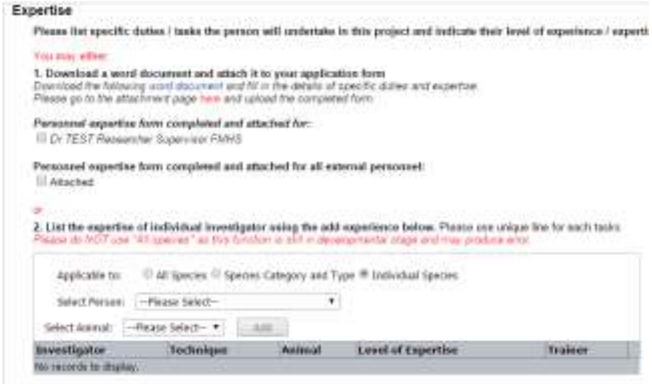
If you change your mind and wish to remove an Investigator in your list, simply select the Bin button.

Expertise

This section describes specific duties for each of the investigators in your protocol and the levels of expertise for each procedure that need to be met by each investigator.

Two options are available for this section:

1. To attach a word documents listing all your expertise
   This method may be preferable for researchers who will perform quite a wide range of duties / tasks and have years of experience & skills to list.
2. To use the line by line input in the form
   This method may be preferable for new researcher who will be responsible for some tasks and may require training.



Investigator Signoff

Signoff is required for <u>all investigators listed</u> on the application.

All investigator type (including student, research assistant), are required to personally sign off the application (under **Section 8. Signoff**).

External investigator (person who do not currently have MQ or MQX ID) should provide signoff by sending an email to the principal investigator with the application attached as indication of their acceptance.

This should be emailed or attached with the application to be forwarded to the Research office.

Each person is also required to fully disclose any possible conflict of interest.

To notify your collaborators and other investigator within this project you may use the Send Email Notification to Signoff button. This will enabled you to select the personnel listed in your application to notify them to review the application and provide signoff.

To signoff:

1. Click on your name at the signoff page.
2. The signoff window will appear as below

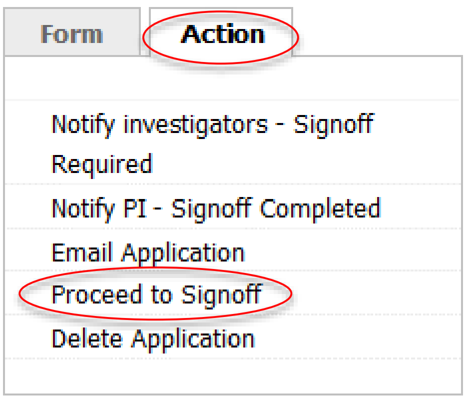
3. Click the green tick
4. Please **save** the application and also remember to **exit** the system once you have finished with the application to allow other investigators to log in and provide their signoff / make changes to the application.

Facility Manager & HOD Signoff

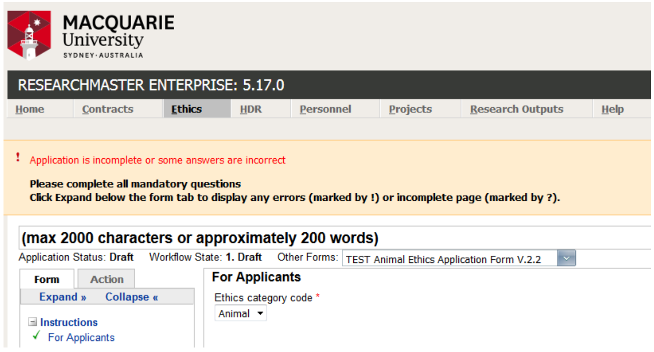
Your application will be automatically forwarded to the relevant facility Manager & your Head of Department (HOD) as soon as it is completed.

To request Signoff:

1. Go to Action tab on the left hand side
2. Click Proceed to Signoff



A warning message will appear should you try to submit your application incomplete.
You may want to click Expand to check which sections of your application are still incomplete. These are marked by the red question mark in front of the section as show in the example below.



For the complete list of error messages, see Appendix E: Errors and troubleshooting

Changes requested by Facility Manger / HOD

Changes requested by Facility manager and HOD will be reflected within the signoff pages of the relevant parties under section: **Other Parties Signoff**

Submission

Upon signoff completion, the application will be returned back to you as read-only with the appropriate signoff, ready to be submitted to the Research Office of review by the Animal Ethics Committee.

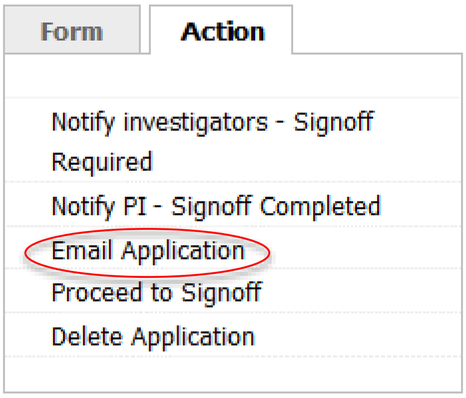
Note: You may want to be in contact with your Facility manager and Head of Department for a timely signoff and submission of your application

To request Signoff:

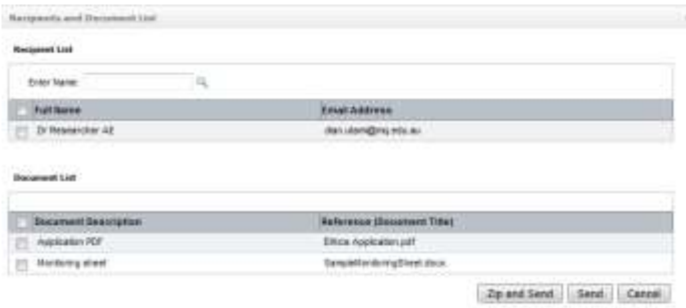
1. Go to Action tab on the left hand side
2. Click Proceed to Signoff

Email Application

Email Application link will enabled you to email your application (or any of the attachment you have included) should you wish to email a copy of your application to other parties.



When you select this menu item, a popup screen called Recipients and Document List pops up (as shown here).



This dialog lets you search for people to receive your copy of application as a PDF and/or other documents that have been attached to this application

Delete Application

Delete Application link will delete the application completely.

Note: Only principal investigator or may perform this action.

Care should be taken as this action is cannot be undone and application will be completely removed from the system and unrecoverable.

After you have submitted your Application

Once you have submitted your application, you will receive an Application Submitted confirmation email. You can keep track of your application's progress within the RMENET. As your application is reviewed, you will receive further notifications to let you know when:

- Your submission has been reviewed by the Facility Manager (CAF, or Fauna Park)
- Your submission has been reviewed by the Head of Department
- Your submission has been submitted to Research Office
- Your submission has been forwarded for the Animal Ethics Committee
- Your application have been approved
- Your submission is Incomplete and Amendments are requested (refer to the next section for instructions on how to do this in ResearchMaster).

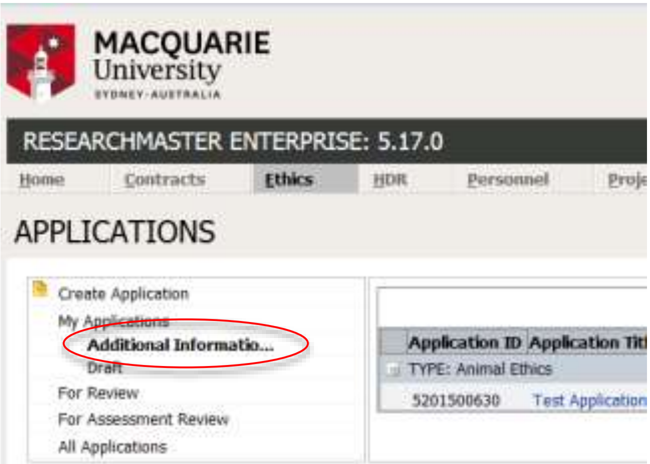
Responding to Changes Requested on your application

Animal Ethics Committee (AEC) and/or the Animal Ethics Secretariat might request changes to your application upon review. You will receive an email notification requesting additional information to your application. You can respond by following these steps:

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

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

On the left pane of the screen you'll see the additional Information Requested Section under My applications. In there you'll see the application that needs to be amended:

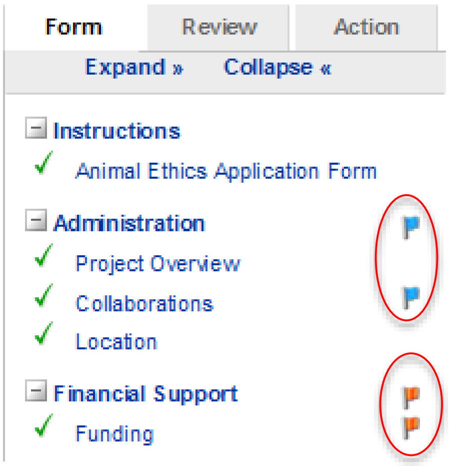


Click on the application title as shown above to open the record.

Pre-Meeting Questions

Questions and comments from the Animal Ethics Committee will be summarised in Section Communications >> Questions

Additionally, the AEC member may also flag certain sections / pages to help you in identifying which pages needs to be modified.



On the left had pane you will see some coloured flags which indicates the section which a comment has been made

A Blue flag indicates the section (and pages) where general comments have been made.

General comments can be of any nature and will not stop you from re-submitting the application.

A Red flag indicates the section which an Action Comments (which needs to be amended/responded.

Without responding to these Action comments you will not be able to re-submit your application.

Navigate to the page where the flag is displayed by clicking on the page name.
Click on the page comments icon on the top right hand pane to view the comments that has been made

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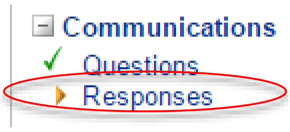
You'll then see the below screen pops up, now read the Comments and make the amendments requested by the reviewer.

Responding to Comments / Questions

After you have made the amendments requested by the reviewer within the pages of your application, you may wish to add a response comment

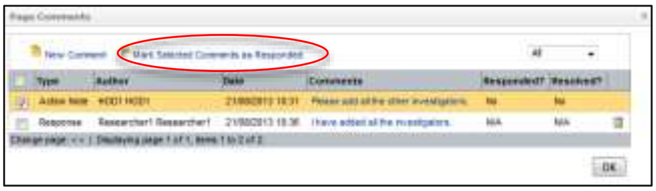
You can do this by entering your response under section: **Communications** >> **Responses**



You may also response using the page comment by clicking on New Comment (as shown below) and type your response and click OK to save the response.

If the committee has flag an Action note (red flag) you may want to mark these comments as responded as well. To do this:

1. Navigate to the pages with the red flag
2. Click on the page comment icon on the top right hand corner
3. Click on the tick box next to the Action Note
4. Click the Mark Selected Comments as Responded.



After you marked all action comments as responded, the red flag within the relevant page will turn into a yellow coloured flag.

Appendix A: Application Status

Animal Ethics Application	
Application Statuses	
Draft	Researcher composing
HOD Review	Currently with HOD
Secretariat Review	Currently with Secretariat
New Application	Submitted to the Research Office
Additional Information requested	Application has been sent back to Researcher
Subcommittee review	Application is currently under review by the subcommittee
Scientific Review	Submitted to the Research Office
Secretariat Review	Application is with RO/Faculty/PACE/MGSM Secretariat
Pending	Applications approval is pending
Approved	Application has been approved
Not Approved	Submitted to the Research Office
Withdrawn	Applications is withdrawn
External Approval Noted	External approval has been noted by the committee
Ethics Clearance not required	Application submitted do not need ethics clearance
Archived	File has been closed and archived

Appendix B: Workflow Status

Animal Ethics Application	
Workflow Statuses	
01. Draft	Application is being drafted
2a. CAF Review	Application is being reviewed by Central Animal Facility Manager
2b. Fauna Park Review	Application is being reviewed by Central Animal Facility Manager
2c Facility Managers Amendment requested	Application requires changes by applicant
2aa. CAF Signoff Amend	Waiting for Central Animal Facility Manager signoff on the amended changes
2bb. Fauna Park Signoff Amend	Waiting for Fauna Park Manager signoff on the amended changes
03. HOD Signoff	Waiting for HOD signoff
3a. HOD Signoff Amend	Waiting for HOD signoff on the amended changes
3b. HOD amendment Requested	Application requires changes by applicant
04. Final Draft for AEC Submission	Application has completed signoff process, ready to be submitted by Investigator
05. Submitted to RO	Application has been submitted to the Research Office
06. AEC Review	Application is being reviewed by AEC – Investigator will have no access to application form at this stage
07. Additional Info Requested	Application has been returned to Investigators for additional information
08. Completed	Application has been completed, an approval decision has been made
09. SuperState	Only used for Ethics Administrators. At this state ethics administrator can override most of fields

Appendix C: Comment Flags

Animal Ethics Application	
Page Comments Statuses	
	There are action comments on the page.
	There are RESPONDED action comments on the page
	There are General comments on the page

Appendix D: Investigator

+Who is the Principal Investigator?

Principal Investigator is the lead researcher who has primary responsibility for the design, execution, and management of a research project and who will be involved in the project in a significant manner. For student research projects, the Principal Investigator must be a Macquarie University staff member. A student researcher may design their research project but the AEC recommends that students work on their ethics application in conjunction with their supervisor. As the student's supervisor is named as Principal Investigator, students must be guided by their supervisors.

The AEC advises that as the Principal Investigator has responsibility for their student's research, the Principal Investigator must read the ethics application thoroughly before signing and submitting the application. All correspondence regarding the ethics application will be sent to the Principal Investigator.

+What personnel must be listed on my protocol?

Each person must be approved by the AEC before they can start working on the project. This approval is based on the qualifications and experience of the each person, and the proposed supervision. Attendance at additional training in animal research ethics or animal research techniques may be a condition of approval.

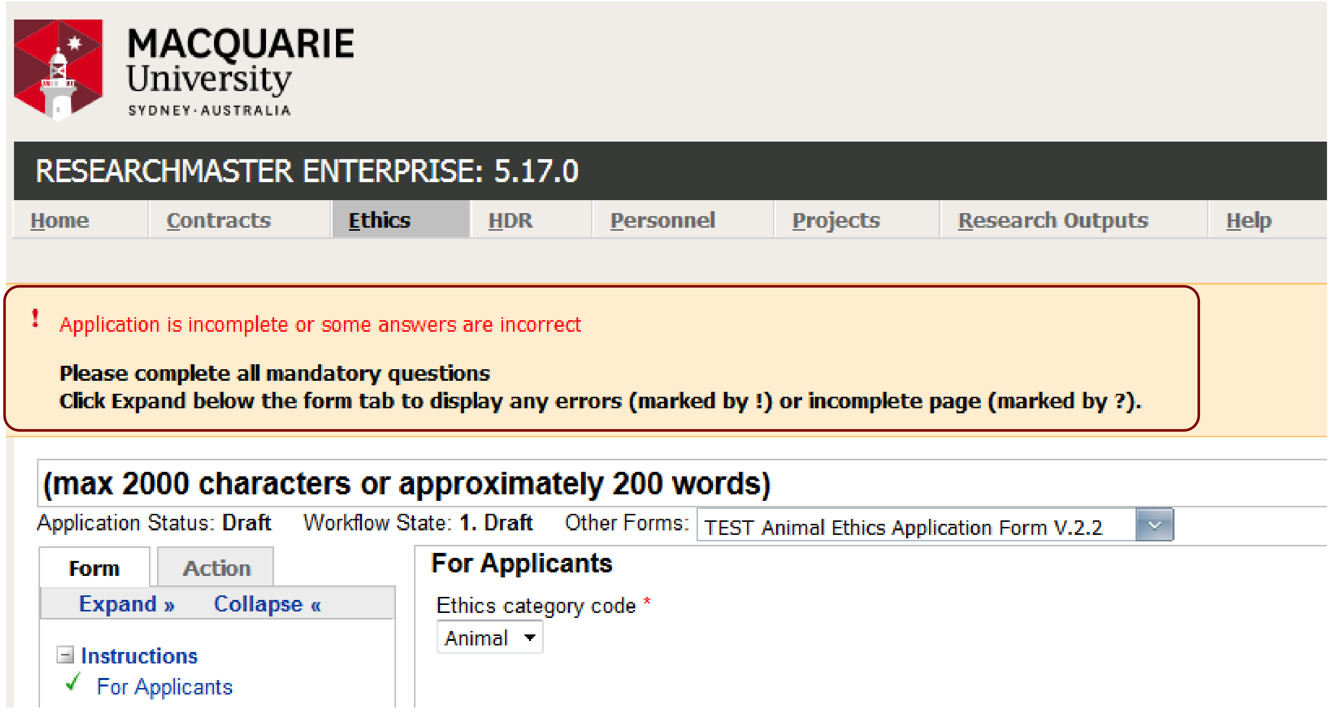
+Position in this project

An electronic signoff is required for all investigators, with the exception of Overseas investigators. Principal investigator may signoff for overseas investigator on the online form and provides a hardcopy attachment if possible. We also accept an email forward (with application attached) from the Overseas investigators as electronic signoff.

Personnel Positions	Electronic Signoff?	Hardcopy Signoff?	Definition
Principal investigator	Yes	n/a	lead investigator who has primary responsibility for the design, execution, and management of a research project
Associate investigator	Yes	if external	investigator who provides intellectual input whose participation warrants inclusion of their name on publications
Student	Yes	n/a	where investigator is a Macquarie University student and conducting research as a part of degree/course
Research assistant	Yes	n/a	other investigators that may be employed to assist research (eg. monitoring)
Overseas investigator	Principal investigator to signoff	if external	any investigators based outside Australia
Other Personnel	Yes	if external	other personnel who do not fit any of the preceding categories

Appendix E: Errors and troubleshooting

Error message will be displayed on the top part of your application as shown in the example below



For quick troubleshoot, please refer to the table below for reason of error and possible solutions

Error message	Reason & Solution
!Application is incomplete or some answer are incorrect Please complete all mandatory questions	Click Expand below the form tab to display any errors (!) or incomplete page (?). Make your changes and click save and try to re-submit
! All investigators need to complete signoff	Check the Signoff >> Investigators and click on each individual investigator names. See if the "I agree" has been ticked by all investigators. Primary investigator may signoff external investigators.
! Saving RIC failed	This error may be caused to within the tabled section where the green tick button or the cancel button is not clicked before moving on to the next page. You will need to refresh by abandoning the current opened application draft and reopening it. This can be done by clicking Ethics at the menu ribbon on the top, Application and clicking your application draft. If this fails, you may need to delete the line on the tabled section that you have just entered and enter a new entry
! This application is in use by some other user. Changes cannot be saved.	This may be due to other party accessing your form and currently making changes. Please log out and log back again in a few moment to check if the problem persists.
! Not all comments were responded / resolved	Unresolved action comments exist when trying to Submit. Click on expand to see which pages have red flags and click on the page comment. Click on the comments and Mark comments as Resolved.

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