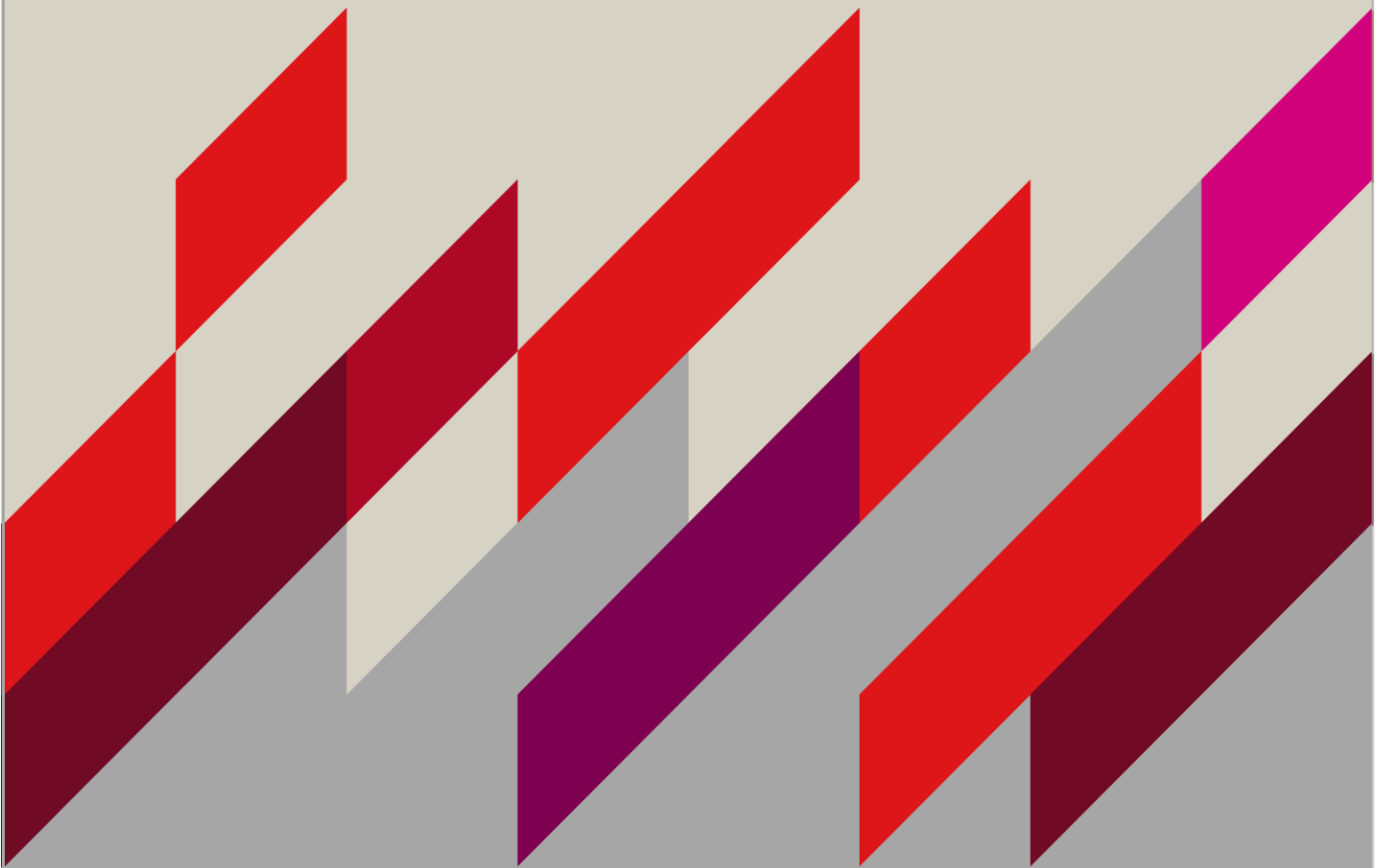




# Biosafety Online Form

## COMMITTEE USER GUIDE



This guide is provided for the Institutional Biosafety Committee members

**Version 1.1**

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## Introduction

Biosafety application submission to Macquarie University's Institutional Biosafety Committees (IBC) is performed online via Research Master Network (RMENET) in Integrated Research Information System (IRIS).

## Who should use this guide

As a member of the IBC, you are required to review, provide comments and give approval to the biosafety online application form submitted by researchers.

This manual will help you to **log in, provide comments, discuss, review comments** and **provide final outcome approval** for each of biosafety application forms submitted 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)
- allowed 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 human ethics application form is ready to be reviewed and approved.

Should you be expecting to be away or on leave for extended period, you may want to notify the Human Research Ethics Secretariat.

## 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 human ethics application:

[Macquarie University Human Ethics FAQs](#)

Contact Person: Human Ethics Secretariat

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

Phone: +61 2 9850 8799

Technical help via OneHelp  
OneHelp website

Enquiry / Report a problem

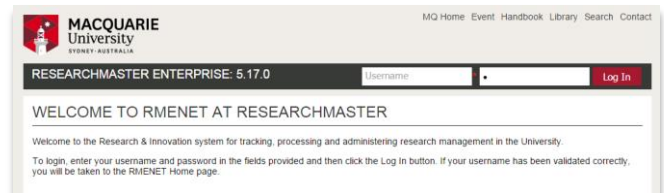
Email: [mailto:onehelp@mq.edu.au](mailto:mailto:onehelp@mq.edu.au)

Phone: +61 2 9850 4455

## How to Log In

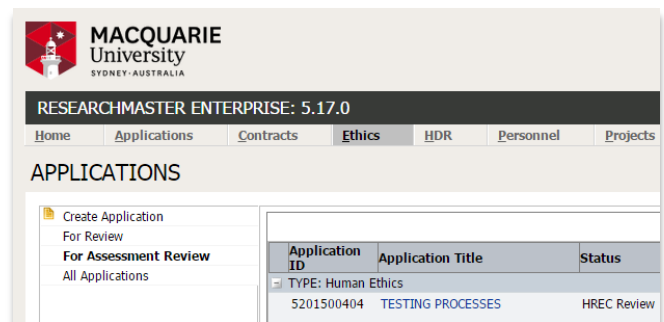
Go to: <https://iris-stg.mq.edu.au/RMENet/>

Use your OneID Username and Password (normally it is your MQ staff number or Sponsored OneID MQG, MQX number)



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

All ethics applications requiring your review will be displayed under the submenu **For Assessment Review**



Alternatively, the option **All Applications** will display all the ethics application past and present that you have access to.

Please do not forget to Log Off when you have finished reviewing the applications.

## Accessing application

Under **Application Title** column, click on the application that you would like to review. Biosafety applications are identified by a 10 digit code.

E.g: **5201600911**

# 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 form. 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 has been completed by the applicant.

The application will be available to you in a read-only mode, except the following sections:

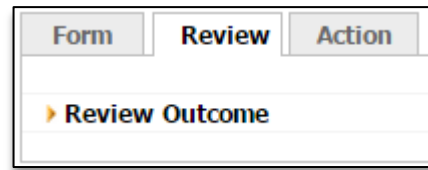
Sec 9 : Communications,

Office Use Only: Committee Confidential Comments

These sections will be explained in the next Chapter.

### 2) Review

The Review tab contains links that will enable you to see the decision of other assigned committee member



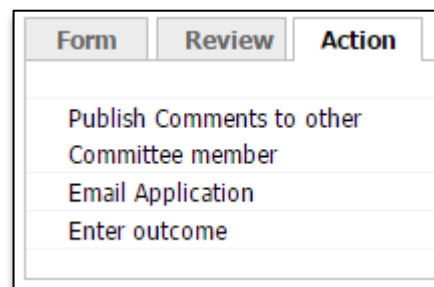
### 3) Action

The Action tab contains action links to perform various tasks, such as:

**Publish comments to other committee members** – Click this link to send an email to other subcommittee members alerting them that you have made a comment.

**Email application** – Click this link to email the application (as pdf) to yourself or other parties.

**Enter outcome** – Click this link to enter your decision on the application. Your decision will only be visible to other Committee / Subcommittee members and the secretariat.



## Right hand top pane



These are, respectively:

**Next Page, Save, Application Comments**

**Reports, Page Comments, Help, Exit**

## Main Pane

This main pane displays information and questions in the form. You may click on any of the active links without navigating away from your form.

**Next page** icon (right hand bottom corner).

This will take you to the next section. Clicking this icon will also automatically save the application.



### Confirm or Cancel Icon

These icons will be shown on the lower right hand corner on any subwindows appearing as a part of a table entry.



## Commenting on an application

Applications ready for review and available for commenting will be marked with:

Status: **New application**

Workflow state:

**04. Initial Review**

**05. Committee Review**

Initial Review refers to the single IBC member who has been appointed to make initial comments on an application prior to the remaining IBC members viewing it. Committee Review is when the application is under full review by the IBC.

Note: At any IBC review state, the application will **not** be available to the applicant/s.

As the chair / initial reviewer / committee member, you should be getting a notification email as the applications are available for you to review. Initial reviewers will need to forward the application to the remaining committee members. This is detailed in the last section.

## Confidential Comments

These comments are only visible by IBC members

1. Go to **Office Use Only >> CONFIDENTIAL comments**



2. Enter your Initials, date and comments on the page.


3. Click Save button on the Right hand top pane to save your comments



Note: Using this method for commenting has its limitations in that only one active member may comment at any one time. If you are not the first person who is accessing this page, you will receive an error message indicating that the page is being used by someone else.

## Using Page Comments

Alternatively comments can be left per page.

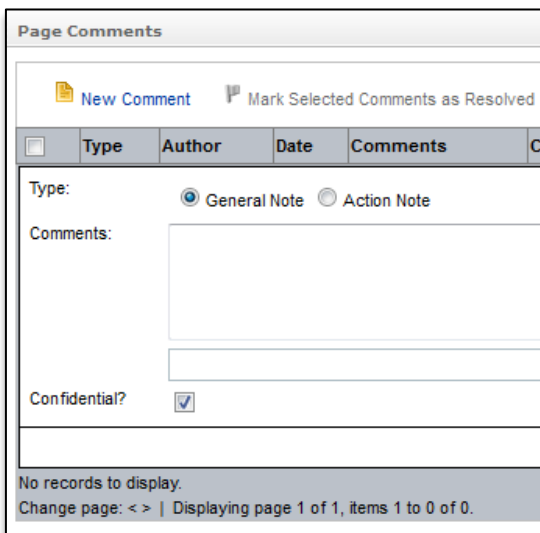
1. To go the relevant page of the application
2. Click the Page comments icon  on the top right hand corner. This will open up the comments window.  
Note: Please enable / allow pop-up.
3. Click **New Comments**, this will open up a field for you to type your comments



4. Tick Action Note if it is a comment that the applicant needs to address/act upon. Action Notes will create the orange action flag. General Comments will create a blue flag.

Note: Orange action flags will change to yellow when they have been addressed by the applicant/s.

5. Tick the confidential checkbox.

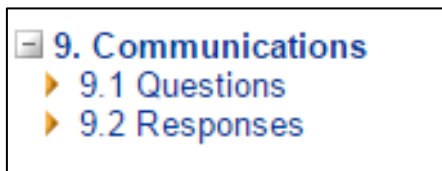


Note: Rest assured that all your comments will be confidential when the application is at this stage, however it will greatly be helpful to the Administrator / Secretariat if you ensure that the confidential tickbox has been ticked.

## Comments to send back to applicants

To insert non-confidential comments or comments that will be sent back to applicant for further action:

1. Go to Section **9: Communications** >> **9.1 Questions**



2. Leave your comments/questions to the applicant in the available field.

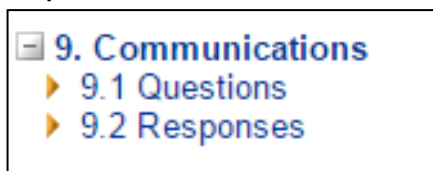
If the field provided is not enough / not suitable for the purpose you may upload a document on the attachment section and leave a note here for the applicant to check attached document.

The secretariat will send the application back to applicant.

## Response received from applicants

The secretariat may re-send an application back to you as responses from the applicants are received. Responses from applicants can be found by:

1. Going to Section **9: B: Communications** >> **9.2 Responses**

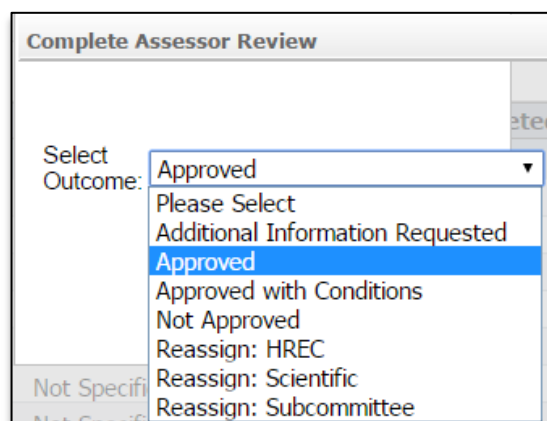


2. The applicant should have outlined the responses here as well as changed information within the online application itself or attached documents.

Note: If an application contained action flags, these should all appear as yellow. Blue comment flags will remain blue.

## Entering Outcome / Approval decision on Application

1. Go to **Action Tab** >> **Enter Decision**
2. A pop up window will appear that will allow you to select your recommended decision



## Forward Application to the Committee (Initial Reviewers only)




To forward the application to the remaining committee members after completing the initial review click the **Action tab** >> **Forward to Committee**



## Appendix A: Application Status

Institutional Biosafety Committee Application	
Application Statuses	
Draft	Researcher composing
Secretariat Review	Currently with Secretariat
New Application	Submitted to the Research Office
Additional Information requested	Application has been sent back to Researcher
IBC Review	Application is under review by the IBC
Pending	Applications approval is pending
Approved	Application has been approved
Not Approved	Submitted to the Research Office
Withdrawn	Applications is withdrawn
Archived	File has been closed and archived

## Appendix B: Comment Flags

Institutional Biosafety Committee Application	
Page Comments Statuses	
	There are action comments on the page.
	There are RESPONDED action comments
	There are General comments on the page

## Appendix C: Workflow Status

Institutional Biosafety Committee Application	
Workflow Statuses	
01. Draft	Application is being drafted
02. Submitted to RO	Application has been submitted to the Research Office
03. Additional info requested	Application has been returned to the CI for additional information
04. Initial Review	Application has been sent to the initial reviewer – the Investigator will have no access to the form at this stage
05. Committee Review	Application is being reviewed by IBC – Investigator will have no access to application form at this stage
08. Approved	Application is approved
09. Superstate	Only used for Ethics Administrators. At this state ethics administrator can override most of fields