

OK, so you need to complete a human ethics application and you know there is an online system for submitting it but you haven't accessed it before or can't really remember what to do?

This guide is here to walk you through the process of access the system, requesting access for students, or for researchers that don't yet have a UOW login registered in IRMA and also to give you a brief orientation to what you will see in the system.

The first step in gaining access is to find your way to the UOW ethics web page (show the page and the URL). In fact you probably found this video from the web page!

From the main Ethics & gene technology page, head to the Human Ethics page and click on IRMA Here (show). At the top you will find the link to the online system (*but don't go there yet*)

Because this is an online system, you don't need any software downloaded on your computer other than your usual web browser. This means as long as you have an internet connection, you can log in and use IRMA.

All UOW staff and researchers will have access to IRMA using their UOW username and password.

Students who are on research ethics applications will also have access to IRMA using their student log on details.

Illawarra Shoalhaven Local Health District (ISLHD) staff who are listed on research ethics applications will also have access to the system. Your username and password will be assigned by the research ethics administration staff.

If you require access to IRMA but do not have a UOW username or details provided by the ethics team, you can request access by filling out the User Access Request Form on the ethics web page here (*have this page open to be able to switch across and back*).

Clicking the link (*switch to the IRMA test page*) will take you to this log in page, where you enter your log in details for access.

Once you are in the system, you will land on the My Home tab. This displays your researcher profile and provides an email link to the IRMA support team. If you are having any problems with the system, this is the quickest and easiest way to contact us for a resolution.

Across the top here you will see a number of tabs, the three that you will use the are My approvals, Human Ethics and Events.

My Approvals will display any applications that require your sign off.

The Human Ethics tab allows you to view any coversheets that you are listed on or have submitted including applications submitted before IRMA was introduced although only limited information is available these paper applications.

You can view existing coversheets and create and submit new ones here

The first thing you will notice is this green and white list. This shows a list of all applications that you are listed on: white is in draft form and can still be edited; green is submitted and read only.

This screen also has the following search functions

Template – this allows you to filter according to the coversheet template type (for example a New Application, Amendment or, report)

Title – search using the title of the research

You can also see some basic information displayed for each coversheet. For a more detailed description of these, please check the user guide.

The Events tab shows agenda deadlines for all upcoming meetings, along with the dates and times for the meetings.

You can view more information about meeting venue and time here, but note that you are not required to attend the meeting unless requested by the committee.

You will always enter the system via the My Home tab. If you navigate

away and end up on a page that you don't want to be on and you want to return so you can reorient yourself, either click the my home tab, or if it is not visible, choose the researcher profile option here in the top right hand corner.

Why would the tabs not be visible? When you press continue, it will take you to what the system calls your desktop (also accessible from up here) and as you can see, this looks quite different.

You can access a range of information and your existing applications using several search tools available from this desktop - the greatest range is found in the 'protocols' link.

Just remember – if you ever want to return to the log in landing page – click researcher profile up here. More details on what you can access from the desktop can be found in the IRMA user guide, or in the video on finding existing applications.

And that is the simple run down on how to access IRMA and what you will see. Don't forget, if your UOW log in doesn't work, or you need to add someone to the system, use the form on the web site.

Please contact the ethics team should you require any further information or assistance.