

Did you get an email asking you to approve a human ethics application online? Or perhaps you have submitted an application and want to see where it is up to in the sign off process?

This is the video for you.

Here I will explain the general automated process followed by the system and explain how you approve an application.

NOTE: all emails from IRMA will be sent to uow email addresses. For those at ISLHD or those who do not check this email address regularly, you might like to forward emails from here to your regular email address.

All applications will require sign off by the chief investigator. For UOW applications, the head of unit must also sign off. If you have additional internal investigators, they may also be required to approve the submission electronically.

Emails are sent automatically to the people who are required to sign based on the affiliation of the CI for that project.

Because of this, it is important to ensure that the affiliation showing in IRMA for any CI matches the application coversheet you used.

Meaning, if you opted for a new application UOW, the CI listed should be showing as UOW affiliated (covered in the new application coversheet video) or vice versa for ISLHD.

If you are completing the online process for a joint project please contact the ethics team BEFORE you submit to ensure the correct sign off is requested by the system.

Note that this process will also differ for UOW staff if the head of unit is an investigator on the project and in this case you must also contact the ethics office on submission of the application for advice.

In fact, if you have any questions about the automated sign off process and where it might go for your specific circumstance, please call the ethics team for assistance before pressing SUBMIT so we can ensure

that it is routed in the right direction. The rest of this video is aimed only at showing you what you can do and check in the system.

If you receive an email asking you to approve an application, you will need to log in to IRMA (see accessing IRMA video if you need assistance with this).

Navigate to the my approvals tab where you will find a list of applications that are awaiting your approval

Select the application that you wish to review (click the pen) and you will be taken to the declaration and approval page.

A read only copy of the application can be viewed from the approvals page by using the tabs across the top of the screen here.

Once you have reviewed the application, navigate back to the Approval tab. And choose to accept or reject the application.

If you approve the application, adding a comment is optional and **MUST** be included before you press the accept button

If you reject the application, you will need to provide a reason and the system will return an error message if you press reject without typing in the comment box.

An email will be sent to the Chief Investigator notifying them that you have rejected the application and this will include your comment.

Your electronic approval is considered that same as a physical signature, so be sure to read the declaration and review the application before clicking on your decision. That's it – your part of the sign off process is complete.

If you wish to check where the application is up to in the sign off process, that is, who else has already signed and who is left to sign navigate to the human ethics tab

Where the signoff status of the whole application is shown in the column at the right hand side of this list (remember that green indicates a submitted application).

To see view a list of the approvers on the application click here (magnifying glass).

If they are highlighted in green, they have accepted the application, red will indicates that they have rejected the application, and orange means that they are yet to action the sign off

If one investigator rejects the application, it is considered rejected and you should discuss their reasons for rejecting it before contacting the ethics team to request the application be returned to draft format.

You can then make the necessary changes and submit the application again. In this case the sign off process will start from the beginning again.

The return button takes you back to the main human ethics screen where you can continue working in IRMA. And that's it, that's all there is to the sign off process.

All of the information covered in this video is also available in the IRMA user guide and/ or on the ethics web pages.

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